



Date: December 3, 2014

Re: Minutes of Pre-Proposal Meeting on CATA RFP 2015-R05, Payroll Services

A pre-proposal meeting was held today at 9:00 am. Those in attendance were:

Rich Bannon, CATA Purchasing and Contracts Manager

Erik Lindquist, Finance Director

Mike Rose, Finance Manager

The following areas were discussed:

1. All correspondence and communications pertaining to this RFP must be directed to Rich Bannon until time of award.
2. The due date for questions/clarifications was December 2, 2014. CATA had received some questions and will provide a response to the questions and they will be posted on the website.
3. Proposals are due at 2:00 PM on December 12, 2014.
4. How the proposals will be evaluated.
5. Contract award requires the approval of the Board of Directors at the meeting scheduled in February 2015.
6. The estimated start date for payroll will be around April 1, 2015.

Rich Bannon

Purchasing and Contracts Manager

Attach: Pre-Proposal Sign in Sheet



PRE-PROPOSAL MEETING SIGN IN SHEET
CATA RFP 2014-R05
December 3, 2014

Company	Name	Phone	E-Mail
Paycor	John Turner	616-813-4423	jturner@paycor.com
CATA	ERIK LINQVIST	517-394-1100	ELINQVIST@CATA.ORG
CATA	Mike Rose	517-394-1100	mrose@cata.org
CATA	Rick BANNON	517-394-1100	rbannon@CATA.ORG