

From: Donna Oliver
To: RFP2504
Date: Wed, Dec 15, 2004 5:05 PM
Subject: Plans to Brief the Superintendent

Hello Everyone,

I met with Dr. Beers this morning to present a brief overview of our findings. He was very impressed with the excellent work of the committee and asked me to schedule a meeting for the entire committee to be present at a briefing for the Superintendent. Leslie has sent you an appointment.

At the briefing, each of the following members will present an overview of rationale for ratings as the basis for recommendations for vendors to move to the final round:

Gail - Evaluation including vendor accountability for P2L results

John - Deployment

Linda (or designee) - Instructional areas: focus on training but include software important to achieving instructional goals

Charles (or designee) - Technical areas including basis for rating on hardware performance

We will be handing the Superintendent a folder with a copy of the document prepared by Purchasing with points assigned and a copy of the pricing sheet. We will not pass out handouts at the briefing. If you recommend including other documents, please send those to me, cc to Leslie by Friday at 2PM so we can include them in the Superintendent's packet.

Thank you for your dedication over that past 7 months as we pushed forward to reaching this important milestone!

Donna Oliver

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