

From: Alisa Morningstar
To: Mike Addison
Date: Tue, Nov 23, 2004 12:10 PM
Subject: RFP 25-04

Mike,

According to Donna Oliver, Dr. Beers is requesting that the current evaluation committee for the laptop RFP provide recommendations for finalists next week along with a prioritized list of "must have" requirements for all vendors. He then wants to conduct the final negotiations directly with the vendors.

Before I turn Purchasing's evaluation document over to Dr. Beers, I want to review it with somebody - would that be you or Robert?

Also, I need some guidance/assistance with how to handle Dr. Beers wanting to take over the final negotiations. (If this is indeed what he wants to do.)

Thanks,

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