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 To: Mike Addison  
 Date: Mon, Nov 15, 2004 1:23 PM  
 Subject: RFP 25-04 Update

First - I am in the office this afternoon - I figured I could wait for the doctors office to call back in the office just as well as at home...

I thought it might be helpful for me to provide you with a status on RFP 2504.

Responses from Apple, Dell, HP and IBM have been reviewed by the evaluation committee and questions submitted to all vendors.

After the Q&A from the vendors were reviewed, vendor/evaluation committee meetings were scheduled:  
 Apple and IBM on 11/5/04  
 Dell and HP on 11/12/04.

When Donna and I agreed on these dates, she indicated that Dr. Beers and Gen. Redden would like to meet with the identified senior level staff members on the same dates. The superintendent's office scheduled these meetings and apparently schedules were not such that they were able to meet with them on the exact dates of the vendor meetings. I have mixed feelings about these meetings. Nothing that is discussed in them is binding unless it is included in written requirements. However, we did notify all the vendors at the pre-proposal meeting that these meetings could take place and the superintendent's office met with all vendors.

The evaluation committee developed questions/scenarios to ask all vendors during the vendor meetings. In addition, the questions were sent to the vendors after the meetings for follow-up written responses. At the same time, the vendors were asked to provide "revised pricing" based on information shared with them during the vendor meetings. This was done because the it became clear during review of the responses that the vendors made different assumptions about local technical support available for the laptop. Since the initial release of the RFPs, Dr. Beers has shared plans to provide a local support person in every school in several different meetings. This information was not included the RFP.

We all scheduled to review all of the follow-up responses on 11/29 and 12/1. Hopefully at that time the committee will feel they have enough information to score the responses and make a recommendation of finalist(s) to request Best and Final pricing.

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