

From: Alisa Morningstar
To: Jill Vestal
Date: 1/26/05 11:38:39 AM
Subject: Power To Learn

Jill,

Yesterday the final evaluation committee for RFP 25-04 met and recommended that we move forward with a February BAI with Apple, the lowest priced finalist, as the recommended vendor for contract negotiation. Procurement will be responsible for providing 3 documents: the BAI, the final negotiations evaluation document and a 1 page summary of the major points from the RFP including how each vendor addressed these points and the price per vendor (info will be taken from the evaluation document). The Budget Department will provide a Total Cost of Ownership analysis based on Apple's annual lease cost.

I am meeting with Kim this afternoon to review the Final Negotiations Evaluation document. We will be assigning points to each vendor and reviewing the document for subjective comments which will be removed. We will review all areas of the document to make sure that proposal changes submitted by all vendors in their 1/19/05 and 1/24/05 BAFO documents are reflected. I will provide this information to you for updating the final evaluation document. Additionally, you need to add information about Apple's server offering (I think we have this summarized nicely in the Phase 2 Apple summary) and Dell's printer offering (from BAFO) to the respective value added sections. Once these changes are made, you will need to email the document to Donna Oliver for her review and input. She is out of town the rest of this week.

Kim, Donna and I will also discuss what items will be included in the 1 page summary and I will get with you about developing.

Susie recommended that we use language similar to the language used in the BAI for RFP 71-01 - WAN regarding pending contract negotiation. Can you locate a copy of this BAI? I believe it was from January or February of 2002.

Donna & Kim:

A couple of weeks ago I recommended that since all three of the vendors participating in the BAFO have already been evaluated as meeting minimum criteria to make it to this phase, we would assign points based on an ordinal ordering in this phase. To facilitate this we would rate each response category for each vendor as a 1, 2, or 3 with (1) being the best, (2) 2nd best and (3) 3rd best. Of course, if you truly feel that 2 responses are equal in a particular area, you would rate them equally. Points will be determined based on these ratings (i.e. a (1) gets all points, a (2) gets partial points, and a (3) gets 1 point). I still recommend that we use this process for documenting the decision.

All,

Please let me know if I've left anything out.

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CC: Donald Beers; Donna Oliver; Kim Quinn; Susie Doty