

PROPOSAL REVIEW OR SELECTION/NEGOTIATION COMMITTEE MEETING

(SELECT ONE)

FOR

(NAME OF PROJECT)

(PD#)

(DATE, TIME)

(LOCATION)

Members

and Advisors Present: List all members and advisors by name, title, company or other entity(s) and note those that are advisory.

Members and Advisors Absent and

Excused: List as required by name, title, company or other entity(s) and note those that are advisory.

Others

Present: List as required and include details as noted above.

1. The chair usually states the purpose of the meeting, calls for all present to introduce themselves on the tape for the record and introduces by name and description the pertinent documents "on the table" for discussion.
2. Sequentially numbered notes are necessary to summarize the points of discussion/clarification, best and final offers, motions to recommend contract award and contract amendments, notations of meeting adjournment or recess time, notes on reconvening committee if necessary; and other key information of the meeting that in the best judgment of the Purchasing Agent are useful to the Board of County Commissioners, the Management Team, County Attorney, and the general public.

Provide the following note at the end of the minutes so that all parties who are distributed the minutes may have an opportunity to assure their accuracy:

Note: These minutes were developed from the meeting tape and represent our understanding of the discussions. Anyone attending the meeting that identifies any inaccuracies should contact (name of Purchasing Agent and phone number), within seven (7) calendar days, in order that corrections may be issued. Otherwise, these minutes will become part of the contract file. Meeting tapes are on file in the Office of Purchasing.