1. The ITPB’s support of a contract configured for voluntary participation cleared the way for proceeding.

2. The PC commodity team met two weeks ago and reached agreement on:
   a. RFP language requiring bidders to demonstrate capability as a primary vendor.
   b. RFP language required bidders to address business standard components and configurations, intel processors, components on Microsoft hardware compatibility list.
   c. RFP language asking bidders to show ability to supply and track specific components if needed.
   d. RFP language to show capability of delivery and support, i.e. Total cost of ownership.
   e. Evaluation criteria that take into account all elements of total cost of ownership.

3. The basis for proceeding is now understood:
   a. Voluntary with fall back current procedures.
   b. The ITPB will form an advisory committee to resolve any disputes on sole source requests.
   c. The PC commodity team will participate in the evaluation and will monitor performance.
   d. The CCC will assist in providing performance data monitoring performance.
   e. The ITPB will review performance data.

4. There will be language in the RFP process noting intentions to proceed with an RFI for student and faculty/staff personal purchases to leverage contract.

5. The RFP has gone out as of Friday. The schedule is as follows:
   a. March 8, 2001 - Pre-bid Conference at Ackerman Union, Room 2408 between 9:00am - 11:00am.
   b. Week of April 23, 2001 - commodity team meeting to review supplier proposals for selection of finalists (3 hours meeting).
   c. Week of May 7, 2001 - supplier presentations (2 hours each)
   d. Week of May 14, 2001 - site visits (if required)
e. Week of May 28, 2001 - follow-up commodity team meeting to review supplier (finalists) presentations and site visits for selection of supplier(s) for contract award (3 hours meeting).
f. June 7, 2001 - anticipated award date of contract(s).
g. July 2, 2001 - roll-out of the new supplier alliance(s)

6. Communications:
   a. Deans/Provosts Wednesday February 21, 2001
   b. Faculty Senate Executive committee February 22, 2001
   c. Faculty Senate Council of Chairs March 1, 2001
   d. UCLA Today and Website