



State of Delaware
800 MHz Next Generation Meeting Minutes
March 5, 2004

Attendees:

Baker, Bryant – DTI	Marsh, Dan – DTI
Cabaud, Phil – Governor’s Office	McDaniel, Chip - DNREC
Carrow, William – DSP	Patterson, Greg – Governor’s Office
DeLuca, Al – Courts	Pedersen, Robert - DivComm
Dempsey, Richard – Kent County	Roberts, David – New Castle County
Donaldson, Gene – DelDOT	Scoglietti, Robert – Budget Office
Furman, Robert – DAS	Seifert, Sharon – DTI
Gause, Colleen – DTI	Smith, Ed - DNG
Hersey-Miller, Lynn – DTI	Thomas, Joe – Sussex County
Hughes, Joe – DHSS	Turner, Jamie – DEMA
Lazzaro, Tony – DTI	

Welcome – Greg Patterson

Goals – Greg Patterson

- Update on RFP and Bidding activities
- Propose an extension to the RFP
- Rehoboth Update

RFP Status – Robert Pedersen

- RFP Format
 - Completed 18 February
 - 2000 pages (see “Exhibit A”)
 - Available to Offerors 20 February
 - Posted on DAS site
 - E-mailed bid invitations
 - Advertised in Delaware Capitol Review
 - Responses due March 31
- Requests for Extensions
 - Two bidders have requested:
 - April 30
 - May 28
 - Other options:
 - April 20, allows for delay in distributing RFP
 - May 15, compromise between requests
- Team’s Recommendation: April 30

- Allows review personnel enough time to adequately score responses
- Allows this Committee enough time to author the Governor's Report in June
- Discussion

The committee agreed to accept the team recommendation of April 30.

Question – Phil Cabaud: Will the RFP show today's and future costs? Bob Pedersen: The RFP should show the total cost; including yearly costs and a yearly implementation plan/solution...it is expected to be a 3-4 year process.

- **Pre-Bid Conference – Bryant Baker**
 - Held March 2
 - Attendance: 26
 - 11 Companies represented, 5 of which could bid the entire system (turnkey)
- **Site Tours – Bryant Baker**
 - Scheduled March 9 – 12
 - Kickoff meeting at the Fire School, 8:00 am – no charge
 - DTC donated busses, drivers
 - DivComm providing lead vehicles, drivers, for any emergency
 - Two itineraries each of the four days, starting from the Blue Hen Mall:
 - North of Dover
 - Dover and South
- **Rehoboth Project Status – Bryant Baker**
 - Is on schedule for end of May cutover. E&K site plans at 90%, complete by March 15
 - Motorola has ordered all long-lead and critical items (e.g., the shelter)
 - City/State continuing with FCC processes and tower leasing activities
 - Mayor involved in all aspects

Comment – David Roberts: The School System wants to be included and wants to know how this will work.
Greg Patterson: It will be discussed with the legislature...this is a complicated matter.

Question – Phil Cabaud: Is the city of Wilmington included? Bob Pedersen: It is in the proposal. I have e-mailed George Giles and we will meet to discuss the possibility of a joint venture and overall responsibilities.

Question – Greg Patterson: Who will notify the bidders of the extension? Bryant Baker: The contract officer of DTI, Mike Sabol will handle all communications and be the single point of contact.

Comment – Bryant Baker: The vendors are seeking a competitive edge. The RFP is not to be discussed with vendors till after April 30.

- **Summary – Greg Patterson**
 - **Please have a proposal ready for weekly meetings to be held in May (for the discussion of bids) - at the next meeting.**
 - **The next meeting will be on April 7, 2004 at 10:00 am. The location TBD.**