

# PRE-BID REVIEW MEETING

July 20, 2009 (1:00-3:00 p.m. Pacific Standard Time)



## Purpose of the Pre-Bid Review Meeting on July 20th:

This meeting is mandatory for all Bidders that wish to be considered for an award for Contract #ESD112-DE-09. The purpose of the meeting is two-fold:

1. To review and answer questions taken from potential Bidders for this bid; and
2. To demonstrate the use of the bid forms.

## Ways to Attend the Meeting:

Interested Bidders may attend the meeting in one of two ways:

1. **Onsite at:**  
Educational Service District 112 (Skamania Room)  
2500 NE 65th Avenue  
Vancouver, WA 98661

[Click here for driving instructions](#) to Educational Service District 112.

2. **By Videoconference:**  
*Provide these instructions to the videoconference technician that will be assisting you with your connection to the meeting.*

The first step you need to take is to [register your equipment with our gatekeeper](#), or to test it to ensure the existing gatekeeper is peered with Washington State's K20 gatekeeper. After that, you can test this connection at any time. The test number is 0331300. Upon connecting, you should hear, "You are the first participant in this conference." You should also see yourself in both the near and far window. Please disconnect after you are done testing the connection.

The dial-in meeting number for July 20<sup>th</sup> is different than the test number provided above. The meeting number for July 20<sup>th</sup> is **0331325**. Please dial this number one-half (½) hour before the meeting is scheduled to begin to allow time for troubleshooting connection problems. Mute your microphone before connecting. We will do roll-call at 12:30 p.m. PST. During roll call, you can open your mic and can confirm that your audio is working. From this point on, your mic should be muted at all times, unless you are speaking at the meeting, such as asking a question or responding to a comment by the presenter.

After more than two sites connect on July 20, multiple boxes may appear on your screen. For this event, it is recommended that you change your view so that the entire screen is devoted to ESD 112's site. Do this by taking the following steps:

1. Choosing **Far** on your remote control.
2. Then push the **Up arrow** until you have one large picture on the screen.
3. Finally, push the **left arrow** to navigate to the ESD.

Contact Kathy Koren, ESD 112 Network Technology Coordinator, at (360) 609-2374 for technical support regarding your videoconference connection.

## Important Information on Preparing for this Meeting:

Regardless of the method of attendance selected above, all Bidders should prepare for the meeting by taking the following steps:

1. Download and read the entire bid package prior to attending the meeting. This includes the entire Invitation to Bid, and all downloadable forms that can be found on this web site.
2. Bring all bid materials with you to the meeting, as they will not be provided.
3. Be prepared in advance with any questions regarding the contents of the Invitation to Bid.

## RSVP Required for Attendance by July 15:

Since this is a mandatory meeting for Bidders who are interested in being considered for a contract award, attendance will be required and recorded. Please follow these steps to RSVP :

1. Send an e-mail message to [digitaledge@esd112.org](mailto:digitaledge@esd112.org) no later than July 15.
2. Identify the meeting format by which you will be attending when you RSVP (on-site or videoconference).
3. Identify yourself as the main contact for your site, and list all parties that will be in attendance with you.

## Recording the Meeting:

This meeting will be recorded in two ways: (1) by taking minutes, and (2) by recording and storing the videoconference on the DigitalEdge web site.