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| cid:image003.jpg@01CE008B.34B67530**Competitive Solicitation # and Title****Negotiation Meeting** |
| **Meeting Date & Time:** | (Insert date and time) |
| **Attendee** | **Position** | **Company/Department** |
| (Insert the name of each participating individual in attendance - including individuals on the phone, if any) | (Insert title of the individual) | (Insert company name for vendor representative or FIU department for FIU representative) |
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| **Meeting Notes** |
| **Objective of Negotiation Meeting:** | * (Outline the stated objective of the meeting)
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| **Purchasing/Contract Process:** | * (Outline the Purchasing/Contract process and where within the process this meeting falls as outlined by the Purchasing representative facilitating the meeting)
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| **First Negotiation Point:** | * g/iagiaHg/liag/iaglihzdl/hf/lDSGZHa/lzh**Description:** (Provide a brief description of the item being discussed/negotiated)
* **Points Discussed:** (Outline the requested revision or modification to the item and the response and any additional points discussed in relation to the item)
* **Conclusion/Resolution/Decision:** (Outline the conclusion or agreement reached regarding the item being discussed/negotiated)
* **Action Items:** (Outline anything that either party agrees to do or look into and get back to everyone about, anything that’s left pending in regards to this item and who’s responsible for the follow-up)
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| **Second Negotiation Point:** | * g/iagiaHg/liag/iaglihzdl/hf/lDSGZHa/lzh**Description:** (Provide a brief description of the item being discussed/negotiated)
* **Points Discussed:** (Outline the requested revision or modification to the item and the response and any additional points discussed in relation to the item)
* **Conclusion/Resolution/Decision:** (Outline the conclusion or agreement reached regarding the item being discussed/negotiated)
* **Action Items:** (Outline anything that either party agrees to do or look into and get back to everyone about, anything that’s left pending in regards to this item and who’s responsible for the follow-up)
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| **Third Negotiation Point:** | * g/iagiaHg/liag/iaglihzdl/hf/lDSGZHa/lzh**Description:** (Provide a brief description of the item being discussed/negotiated)
* **Points Discussed:** (Outline the requested revision or modification to the item and the response and any additional points discussed in relation to the item)
* **Conclusion/Resolution/Decision:** (Outline the conclusion or agreement reached regarding the item being discussed/negotiated)
* **Action Items:** (Outline anything that either party agrees to do or look into and get back to everyone about, anything that’s left pending in regards to this item and who’s responsible for the follow-up)
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| **Fourth Negotiation Point:** | * g/iagiaHg/liag/iaglihzdl/hf/lDSGZHa/lzh**Description:** (Provide a brief description of the item being discussed/negotiated)
* **Points Discussed:** (Outline the requested revision or modification to the item and the response and any additional points discussed in relation to the item)
* **Conclusion/Resolution/Decision:** (Outline the conclusion or agreement reached regarding the item being discussed/negotiated)
* **Action Items:** (Outline anything that either party agrees to do or look into and get back to everyone about, anything that’s left pending in regards to this item and who’s responsible for the follow-up)
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| **Closing Comments:** | * (Outline the closing comments and any additional items discussed prior to concluding the meeting)
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| **Handouts/Documentation Shared:** | * (Outline any documents that were distributed as part of the meeting and attach a copy to these minutes)
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