|  |  |  |  |
| --- | --- | --- | --- |
| cid:image003.jpg@01CE008B.34B67530  **Competitive Solicitation # and Title**  **Vendor Presentation** | | | |
| **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) |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| **Presentation By:** **(Insert Vendor Name)** | | | |
| **Meeting Notes** | | | |
| **Purchasing Introduction/Process:** | * (Outline the main points of the Purchasing process, including where we are in the process and next steps, as outlined by the Purchasing representative facilitating the meeting) | | |
| **Vendor Introduction:** | * (Summarize the vendor's introduction and opening remarks) | | |
| **Presentation:** | * g/iagiaHg/liag/iaglihzdl/hf/lDSGZHa/lzhVendor conducted a presentation of the proposal submitted to FIU (this needs to be revised if it’s a software demo). | | |
| **General Questions and Answers:** | * g/iagiaHg/liag/iaglihzdl/hf/lDSGZHa/lzh(Outline any general questions asked by the attendees and the vendor's responses) | | |
| **Closing Comments:** | * (Outline the closing comments and any additional items discussed prior to concluding the meeting) | | |
| **Handouts/Documentation Shared:** | * (Outline any documents that were distributed as part of the meeting and attach a copy to these minutes) | | |