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| 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) |
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| **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)
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| **Vendor Introduction:** | * (Summarize the vendor's introduction and opening remarks)
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| **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).
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| **General Questions and Answers:** | * g/iagiaHg/liag/iaglihzdl/hf/lDSGZHa/lzh(Outline any general questions asked by the attendees and the vendor's responses)
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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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