

Atkinson Technology Committee

Atkinson, NH

Meeting Minutes

Date: December 5, 2009
Location: Atkinson Town Hall
Attendees: Todd Barbera, Wendy Barker, Bill Innes, Dave Hammond, Tom Cannon

Meeting called to order at 8:02 AM

Action Items:

Todd: Scan and send responses from First Choice, IT Partners, & WinXnet to team. Scan and send 1 copy of Boston Systems to Bill

Todd: Contact iT-WAN to clarify pricing

Tom: Build and send a baseline spreadsheet to enable consistent evaluation of the respondents. Include an area to rank respondents using a 1-5 rating scale/

All: Complete respondent evaluation by 12/9/09

Minutes:

- There were six (6) respondents to the RFP including:
 1. iT-WAN - Note: iT-WAN's pricing was confusing so we will follow-up for clarification
 2. Boston Systems
 3. First Choice
 4. IT Partners
 5. Arcomm - Note: based on a preliminary review of the responses Arcomm was eliminated as a supplier
 6. WinXnet
- We will select two of the respondents by 12/9/09 and ask them back for an interview. We should clarify other items not included in the RFP, e.g., service activity reporting back to the town, at these interviews.
- Discussed criteria for selecting IT service supplier including, in no particular order:
 - cost,
 - meeting the specifications of the RFP,
 - number of employees,
 - response time,
 - employee's relevant technical experience consistent with town needs,
 - qualified personal,
 - technical certifications,
 - references

Next meeting was scheduled for 12/9/09 at 7PM at town hall.

Meeting adjourned at 9:32 AM.