



## **RFP # 21274 – Online Professional Development Management Solution**

### **Pre-Proposal Meeting Agenda**

**May 3, 2019**

- I. Introductions**
  - a. CMSD
  - b. Other Guests
- II. Letters to Proposers**
- III. Procurement Process and Requirements**
  - a. Required CMSD Forms to be Submitted
- IV. Project Framework and Delivery**
  - a. RFP Questions
    - i. Last Date for Questions: **May 9, 2019 at 12:00 Noon**
    - ii. Addenda Issue: **May 17, 2019**
  - b. RFP Communication to CMSD
    - i. Questions sent to: [Seletha.Thompson@clevelandmetroschools.org](mailto:Seletha.Thompson@clevelandmetroschools.org)
    - ii. Voice questions: not allowed.
    - iii. CMSD will upload and publish any information and/or answers to questions received via Addendum to the CMSD Website at [clevelandmetroschools.org/purchasing](http://clevelandmetroschools.org/purchasing).
    - iv. **Responses Due: May 23, 2019 at 1:00 PM**
- V. Project Overview**
  - a. Scope Of Work
    - i. Describe Expected Work
    - ii. Specifications
      - 1. Overall Criteria
      - 2. Descriptions
    - iii. Pricing
- VI. Questions and Answers**
- VII. Closing Remarks**
- VIII. Adjournment**

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May 3, 2019

| Name              | Company Name & Phone Number         | Email                                           |
|-------------------|-------------------------------------|-------------------------------------------------|
| Kim WRIGHT        | 440-487-2514<br>FRONTLINE EDUCATION | KWRIGHT@FRONTLINEED.COM                         |
| JacquINETTE Brown | CMSD                                | jacquINETTE.brown@<br>clevelandmetroschools.org |
| Cherry   Shelton  | CMSD                                | cherry.shelton@clevelandmetroschools.org        |
| Seletha Thompson  | CMSD                                | Seletha.Thompson@<br>clevelandmetroschools.org  |
|                   |                                     |                                                 |
|                   |                                     |                                                 |

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### Conference Call Participants

May 3, 2019

| Name            | Company Name & Phone Number          | Email                      |
|-----------------|--------------------------------------|----------------------------|
| Tim Bell        | State Reporting (541) 499-9629       | tim@staterreporting.com    |
| Michael Pinette | ProTaxx, Inc. (207) 523-1120 ext 102 | mpinette@protaxx.com       |
| Jay Milo        | ProTaxx, Inc. (207) 523-1120         | jimilo@protaxx.com         |
| Jack McLaughlin | PCG Education (715) 313-3121 (cell)  | jimclaughlin@pcgus.com     |
| Greg Smith      | GoSignMeUp (262) 347-3374            | <u>greg@gosignmeup.com</u> |
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|                 |                                      |                            |