



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

**PRE-PROPOSAL CONFERENCE AGENDA
DECEMBER 21, 2016 – 1:00 PM**

**PROJECT TITLE:
GOVERNMENT EFFICIENCY AND MANAGEMENT SOLUTIONS**

SOLICITATION NUMBER – 050B7400006

- I. WELCOME AND INTRODUCTION.....*ANDREA R. LOCKETT, PROCUREMENT OFFICER*
 - a. INTRODUCTION OF STATE ATTENDEES
 - b. PRE-PROPOSAL CONFERENCE SUMMARY AND SIGN-IN SHEET(S) WILL BE EMAILED
- II. REVIEW OF RFP SECTIONS 1, 2, 4 AND 5..... *ANDREA R. LOCKETT*
- III. REVIEW OF SCOPE OF WORK [SECTION 3]..... *MARC NICOLE*
- IV. REVIEW OF FINANCIAL PROPOSAL [ATTACHMENT F] *ANDREA R. LOCKETT*
- V. REVIEW OF ATTACHMENTS A; B; AND C..... *ANDREA R. LOCKETT*
- VI. REVIEW OF MBE FORMS [ATTACHMENT D]..... *ANDREA R. LOCKETT*
- VII. QUESTIONS AND ANSWERS PERIOD..... *ALL*

QUESTIONS PERTAINING TO THE CURRENT TOPIC BEING DISCUSSED MAY BE ASKED AT THAT TIME. IT IS NOT NECESSARY TO WAIT UNTIL THE Q&A PERIOD.

NOTES: MINUTES OF THE PRE-PROPOSAL CONFERENCE WILL BE NOT BE TRANSCRIBED, ALTHOUGH THE STATE WILL PROVIDE A WRITTEN SUMMARY AFTER THE CONFERENCE. ANY SUBSTANTIVE QUESTIONS SHOULD BE SUBMITTED TO THE PROCUREMENT OFFICER IN WRITING, PREFERABLY VIA EMAIL. QUESTIONS SUBMITTED IN WRITING WILL RECEIVE A WRITTEN RESPONSE THAT WILL BE ISSUED TO ALL VENDORS.

ANSWERS PROVIDED TO QUESTIONS RAISED AT THE PRE-PROPOSAL CONFERENCE MAY BE SUBJECT TO WRITTEN CLARIFICATION. **NO ANSWERS OR OTHER STATEMENTS GIVEN AT THE PRE-PROPOSAL CONFERENCE CAN ALTER OR AMEND THE RFP; ONLY A FORMAL AMENDMENT CAN CHANGE THE SUBSTANCE OF THE RFP.** IN THE EVENT THAT SUBSTANTIVE ISSUES ARISE NECESSITATING AN AMENDMENT TO THE RFP, ALL OFFERORS KNOWN TO HAVE RECEIVED A COPY OF THE SOLICITATION WILL RECEIVE THE AMENDMENT.