

Larry Hogan  
Governor

Boyd K. Rutherford  
Lt Governor



Ellington E. Churchill, Jr.  
Secretary

Nelson E. Reichart  
Deputy Secretary

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OFFICE OF STATE PROCUREMENT

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**PRE-PROSOSAL CONFERENCE AGENDA**

**JANUARY 4, 2022 – 10:00 AM**

**PROJECT TITLE:**

**STATEWIDE DEBT COLLECTION SERVICES**

**SOLICITATION NUMBER – F10B2600023**

- I. Welcome and Introduction.....Gregory Dennis, *Procurement Officer*
- II.
  - a. Introduction of State Attendees
  - b. Pre-Proposal Conference summary and sign-in sheet(s) will be emailed
- III. Review of RFP Sections 1 and 2.....Central Collections Unit(CCU)
- IV. MBE and VSBE Goals..... Shirley Jackson, OSP compliance Unit
- V. Review of RFP Sections 3-7.....Gregory Dennis
- VI. Review of Attachments.....Gregory Dennis/CCU
- VII. Question and Answer Period

**Questions pertaining to the current topic of discussion may be raised 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 issued to all vendors.

Answers provided to questions raised at the Pre-Proposal Conference may be subject to 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 Vendors known to have received a copy of the solicitation will receive the amendment.

