

Pre-proposal Conference

A pre-proposal conference (if required) is held to provide an opportunity to review requirements, facilitate a clear understanding of requirements, and promote competition. It is highly recommended that an addendum be sent after the conference to all solicited vendors listing the vendors names, company names, phone numbers, addresses, and e-mail addresses (if known) that attended. This will keep communication open with the vendors. Other issues may also need to be addressed in the addendum. See Exhibit 10.

The SPO will set the agenda and may present by power point or using examples of previous RFP's. The SPO should explain the intent of the pre-proposal conference, review the calendar of events and explain administrative procedures at the beginning of the conference. The project leader will facilitate after that with the SPO answering administrative questions.