

## **Meeting Participation**

The SPO, as the contract administrator, has an obligation to attend whatever meetings required to adequately assist the agency in identifying and addressing potential issues, and complying with the law, during the RFP development and/or evaluation process. This could mean attending meetings with the agency as they develop the RFP specifications and terms and conditions to ensure that what is developed meets their needs and is in the best interest of the state. It also means attending meetings with the evaluation team as they discuss their individual evaluation findings and are determining their consensus scoring of the RFP proposals. It always means attendance by the SPO of any meetings between the agency and the vendor once proposals have opened.