

Larry Hogan  
Governor

Boyd K. Rutherford  
Lt Governor



Ellington E. Churchill, Jr.  
Secretary

Nelson E. Reichart  
Deputy Secretary

OFFICE OF STATE PROCUREMENT

**PRE-PROPOSAL CONFERENCE AGENDA**

**OCTOBER 18, 2021 – 1:00 PM**

**PROJECT TITLE:**

**Communication Towers Inspection & Report**

*SOLICITATION NUMBER – BPM025755*

- I. Welcome and Introduction.....*Seth Bova, Procurement Officer*
  - a. Introduction of State Attendees
  - b. Pre-Proposal Conference summary and sign-in sheet(s) will be emailed
  
- II. Review of RFP Section 1, Minimum Qualifications.....*Seth Bova*
  
- III. Review of RFP Section 2 (Scope of Work)..... *Curt Andrich & Jennifer Benedictis, DoIT*
  
- IV. Review of RFP Sections 2.3, 3, 4, & 5.....*Seth Bova*
  
- V. Review of Financial Proposal Form & Other Attachments.....*Seth Bova*
  
- VI. 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 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 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.

