

**Summary of Pre-Proposal Meeting (Non-Mandatory)
RFP WR170004076 – Engagement & Communication Services
For the Master Plan**

1. **Sign-in** – All guests are asked to sign in. We may have a few participating remotely.
2. **Welcome** Wanda Reese-Bey, Contract Specialist Supervisor
3. **Introductions**
4. **Overview of Statement of Needs** Mark Olinger/Maritza Pechin
 - Purpose
 - Background
 - Objectives
 - Requirements
 - Evaluation Criteria
5. **Minority Business Development/ MBE/ESB Participation & Reporting Requirements (Kevin Lucas)** – There is a 10% MBE goal assigned to this project.
6. **No Contact Policy in Effect** – Offerors are required to not discuss this project with any city employee, other than Procurement Services.
7. **Proposal Due Date is March 28, 2017 at 3:30 pm.** Proposal should be properly labeled and accorded as instructed in the RFP document.
8. Review of RFP document to adhere to the requirements of the RFP – Please review the entire RFP document.
 - a. Exhibits
 - b. Evaluation Criteria
 - c. Documents to be submitted to COR -
 - d. Check with the State Corporation Commission (SCC) to be sure you are registered to do business in the State of Virginia
9. **Questions:** Related to RFP requirements
Questions: Related to the procurement process
10. Any additional questions received after this meeting should be forwarded in writing to:
11. Wanda Reese-Bey
Email: wanda.reese-bey@richmondgov.com
12. Additional Questions after this meeting, should be submitted no later than March 17th.
13. From the pre-proposal meeting, there are a couple of items that will be clarified in the Addendum that will be posted in a few days. Also the attendance sheet will be posted for your reference.

Thank you and we look forward to receiving your proposals