



**PRE-PROPOSAL CONFERENCE**

**REQUEST FOR PROPOSALS  
Disability Benefits Advocacy Project  
OBF/CARM/14-002-S**

**October 21, 2014**

**AGENDA**

- I. Welcome and Introductions.....James Redditt, Procurement Officer
- II. Opening Remarks.....Vince Kilduff, Family Investment Administration
- III. Review of Request for Proposal Sections
  - A. Section I – General Information.....
    - 1) Information of Note.....James Redditt
    - 2) Minority Business Enterprise Goals (Section 1.33).....Donna Foster
    - 3) Living Wage Requirements (Section 1.34).....Danika Montague
    - 4) Veterans Small Business Enterprise Goals (Section 1.41).....Elsa Singleton
    - 5) DHR Hiring Agreement (Section 1.43)..... Adolphe Anjou
  - B. Section II – Offeror Minimum Qualifications.....James Redditt
  - C. Section III – Scope of Work.....
    - 1) Functional Area I—Foster Care Children.....Jill Taylor
    - 2) Functional Area II—Adult TDAP, TCA, and PAA.....Cynthia Crawley-Fox
  - D. Section IV – Proposal Format.....James Redditt
  - E. Section V - Evaluation Committee, Evaluation Criteria, & Selection Procedure.....James Redditt
    - 1) Criteria for Technical Evaluation
    - 2) Financial Evaluation
- IV. Questions (Please state your name and the name of your company before asking questions).
- V. Closing Comments: Reminder about Proposal Due Date & Time:  
**3:00 PM Monday December 1, 2014**