

PRE-PROPOSAL CONFERENCE

**REQUEST FOR PROPOSALS
CUSTOMER SERVICE CENTER
OS/CSC-22-001-S**

August 8, 2023, 2:30 PM

AGENDA

- I. Welcome and Introductions.....Sang Kang, Procurement Officer
- II. Opening Remarks.....Thomas Smith
Director, Constituent Services Office
- III. Request For Proposals Sections
 - A. Section I – Minimum Qualifications.....Sang Kang
 - B. Section II – Scope of Work.....Thomas Smith,
Director, Constituent Services Office
 - C. Section III – Contractor Requirements..... Thomas Smith,
Director, Constituent Services Office
 - D. Section IV – Procurement Instructions.....Sang Kang
 - 1) Minority Business Enterprise Goal (Section 4.26).....Chanda Miller
Administrator, Procurement
 - 2) VSBE (Section 4.27).....Rufus Berry
Procurement Officer
 - 3) Living Wage (Section 4.28).....Kanisha Reed
Procurement Officer
 - 4) Hiring Agreement (Section 4.36).....Kenneth Jessup
Workforce Development Coordinator
 - E. Section V – Proposal Format.....Sang Kang
 - F. Section VI - Evaluation and Selection Process.....Sang Kang
- IV. Questions
Please state your name and the name of your company before asking questions.
- V. Closing Comments

Reminder about Proposal Due Date & Time: **Friday, September 8, 2023 at 5:00 PM**