



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

DEPARTMENT OF FINANCE | CORPORATE PROCUREMENT SERVICES

**PRE-PROPOSAL MEETING AGENDA**

**Unified Communications as a Service (UCaaS) Needs Assessment**

**RFP NO. 45-128**

April 17, 2025

10:00 – 11:00 AM EST via Microsoft Teams

Meeting Facilitator: April Dickens

- Introductions and Opening Comments
- RFP Contact Information
- OpenGov
- Online Supplier Portal
- Project Overview
- Overview of the Evaluation Process & Criteria
- Proposal Content Checklist
- Required RFP Attachments
- Proposal Submittal Instructions
- Dates to Remember (Tentative Timeline)
- Technical Questions & Answers (Q&A)

**Reminders:**

1. Meeting requests received the same day may not receive a response or a meeting link. This meeting will not be recorded.
2. The chat box has been disabled for this meeting in favor of the Q&A session.
3. Vendors are strictly prohibited from utilizing any form of Artificial Intelligence (AI) Bots, automated tools, or virtual assistants during Pre-Proposal/Bid Conferences. All communications and participation in such conferences must be conducted by human representatives of the vendor organization. Vendors who utilize any form of (AI) Bots, automated tools, or virtual assistants during the conference will be removed from the meeting. Reasonable modifications and accommodations will be provided by the Commission upon request with reasonable advance notice.
4. Attendees are requested to remain muted and off camera until the Q&A session begins.