



Purchasing Division  
[Establishing Office of Public Integrity Request for Qualifications](#)  
Pre-Bid Conference Agenda Recommendation  
5/12/2025 @ 10 a.m.  
Developed by: Alicia Martin

**1. Welcome & Introductions (5 minutes)**

- Introduction of City staff
- Brief overview of the meeting's purpose
- Sign-in via Microsoft Teams link ([https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YzAyZmNhYmEtMjU1Mi00Y2U1LThkZjUtYjk5NGI1NGMyODA3%40thread.v2/0?content=%7b%22id%22%3a%226cbfa795-bbd0-44ae-86bc-bd2f219c8cba%22%2c%22oid%22%3a%224ab6c380-4182-4006-9295-70ff76945c43%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzAyZmNhYmEtMjU1Mi00Y2U1LThkZjUtYjk5NGI1NGMyODA3%40thread.v2/0?content=%7b%22id%22%3a%226cbfa795-bbd0-44ae-86bc-bd2f219c8cba%22%2c%22oid%22%3a%224ab6c380-4182-4006-9295-70ff76945c43%22%7d))

The Meeting ID is **260 553 158 789 8** and the Passcode is **vF3zY6r7**. Suppliers, indicate your name, email address, and company name in the Chat.

- When referring to questions, we ask for you to indicate the section and associated number or letter in the solicitation.

**2. RFQual Overview (10 minutes)**

- Scope of Service Summary

**3. Proposal Submission Requirements (10 minutes)**

- Submission deadline: **Monday, June 2, 2025 at 3 p.m.**
- Format and delivery instructions (upload to OpenGov – no manual submissions allowed)
- Required components

**4. Contract Terms & Compliance (10 minutes)**

- Six years

**5. Evaluation Criteria (5 minutes)**

- Evaluation team and process
- Key criteria: Qualifications

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**6. Q&A Session (15-20 minutes)**

- Open floor for suppliers' questions
- Verbal responses are **not binding**—official responses will be provided in writing via addendum if needed

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**7. Closing Remarks (5 minutes)**

- Reminder: All questions before and after the Conference must be submitted no later than **Wednesday, May 21, 2025 at 4 p.m.**
- Contact person for RFQual-related inquiries: **Alicia Martin, Buyer III**
- Thank attendees and confirm any next steps