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The procurement phase includes all the activities necessary for the project office to develop a Request For Proposal (RFP) / Invitation To Partner (ITP), select a vendor, and award a contract to a prime contractor who can develop the system in accordance with the system requirement and master project plan.

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## Bidders Conference

## Proc Main

A Bidders' Conference may be held, during which vendors will be afforded the opportunity to meet with State personnel and discuss the content of the RFP and the procurement process. Notification of the time and place of such conference, if held, will be made to all vendors receiving an RFP for bidding purposes. Written questions received prior to the cutoff date for submission of such questions, as noted in Section I of the RFP, will be answered at the conference without divulging the source of the query.

The State may also accept oral questions during the conference and will make a reasonable attempt to provide answers prior to the conclusion of the conference. A transcript of the discussion, or those portions which contain the questions and appropriate answers, will be transmitted within approximately ten (10) working days to all vendors furnished the RFP for bidding purposes. If questions asked at the conference cannot be adequately answered during the discussion, answers will be provided with the transcribed data. Oral answers shall not be binding on the State.

### Outline:

- [Agenda for Bidders Conference](#) (MS Word)