



## ATTENDANCE and MINUTES

- BID OPENING       PRE-BID/PROPOSAL CONFERENCE       SITE VISIT  
 PRESENTATION       MANDATORY       MANDATORY  
 NON-MANDATORY       NON-MANDATORY

BID/RFP NUMBER: 22-DES-RFP-417      DATE: January 5, 2023

BID/RFP TITLE: Broker Services

<b>Name</b>	<b>Email</b>	<b>Firm</b>
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### Minutes

1. Introductions:
2. Disclosure: Oral representations made at the pre-proposal conference are not binding upon the County.
3. SCC Registration required for award.
4. Any questions asked today, please submit to Vendor Registry by the question deadline for a formal response from the County.
5. All Communications during the process must go through the Purchasing Office

#### 6. Important Dates:

##### **RFP No. 22-DES-RFP-417 – TENTATIVE SCHEDULE**

RFP ISSUANCE	December 14, 2022
QUESTION DEADLINE	January 13, 2023 at 5:00 p.m.
ADDENDUM ISSUANCE (if applicable)	January 17, 2023
<b>PROPOSALS DUE</b>	<b>January 24, 2023 at 3:00 p.m.</b>
CONTRACT AWARD	TBD

COUNTY CONTACT: [Sy Gezachew](#)

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