



Agenda

RFP 09-05 Pre-Submittal Conference

Marketing Services

Nov. 12, 2009 / Room WAD-215

1. Ensure all present have signed-in and provided a business card.
2. Call to Order by Director of Purchasing at 10:00 a.m.
3. Welcome / Introductions / silence cell phones.
4. Overview of the RFP Documents
 - a. Use binder with section tabs for your submittal. Company Name on spine.
 - b. Required forms are available on the dedicated webpage.
 - c. Submit thirteen (13) complete hard-copy sets of your Proposal
 - 1) One (1) marked "Original" on the cover or spine, plus
 - 2) Twelve (12) copies (complete sets)
 - a) Needed for permanent record, Evaluation Team, Working Copy, Auditor, and Public Records
 - 3) Eleven electronic copies
 - d. Insurance:
 - 1) Do **NOT** have your insurer send PSC a Certificate of Insurance at this time.
 - 2) **Only** the firm who is **awarded** the contract needs to provide a Certificate of Insurance.
5. Website will be "*Communications Central*" – all information will be posted at

www.polk.edu/businessandcommunity/purchasing/rfp/Pages/09-05.aspx
6. References:
 - a. Notify references that they **will** be contacted if your company is short-listed.
 - b. Provide **current** EMail.
 - c. The persons you include should be clients who are knowledgeable about the services you performed.
7. Due date is **December 2, 2009** at **4:00 p.m.**
 - a. Late submittals will not be accepted.
 - b. Deliver to the Purchasing Department at the **Winter Haven Campus**.
 - c. Formal receiving will be in the Conference Room (Room WAD-236) immediately thereafter.
8. Overview of technical requirements by PSC's Coordinator of College Information.
9. All future contact shall be only via the Purchasing Director.
10. Q&A
11. "The RFP/Q Process"
12. Adjourn