

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer**



Office of Management & Administration
Office of Contracts

**Pre-Proposal Conference Agenda
Solicitation No. CFOPD-22-R-004 Cloud Contact Center as a Service
Date: November 17, 2021
Time: 1:00pm to 2:30pm (local time)
Location: Online via Microsoft Teams**

1. Purpose
2. Introductions
3. Ground Rules
 - Video will be in the off mode
 - Microphone will be muted
 - Chat Box/Q&A box:
 - Enter name, company name, and a contact phone number or email
 - Drop questions in the Q&A field
 - Comment on any technical issues

4. District Opening Statement:

Remarks and explanations at the conference do not qualify or amend the terms of the solicitation. Nothing stated at the pre-proposal conference shall change an RFP unless a change is made by the contracting officer by written amendment.

The District will attempt to state and respond to questions that prospective offerors present during the conference. However, offerors must submit questions in writing in accordance with Section L.2 of the solicitation and Amendment #2 for the contracting officer to respond by written amendment. The deadline for Round 2 questions is November 19, 2021.

5. Solicitation Sections Overview
6. Vendor Questions
7. District Closing Statement

Conference adjourned