

# Vendor Pre-Proposal Meeting Agenda

Monday, November 5, 2018 at 2:00 PM

## Location

City Hall - Council Chambers  
300 West Cotton Street  
Longview, TX 75601

## Call-in

Conference Bridge: 1.888.676.9957  
Passcode 1346 852

## Agenda:

1. Vendor Introductions
  - a. In-Person attendees
  - b. Call-in attendees
  - c. Confirm everyone has signed in
2. Meeting Introduction
  - a. Introduction
    - i. City Staff present
    - ii. ERP Steering Committee
    - iii. Introduction of Plante Moran Staff
3. Project Summary
  - a. Current State Overview
  - b. Project Overview
    - i. Needs Assessment conducted by Plante Moran, along with RFP development
    - ii. Staff participation across City
  - c. Scope and options
4. Timeline overview – Key Dates
  - a. Deadline for questions – Tuesday, November 20 at 5PM
  - b. City distributes responses for RFP clarifications – Tuesday, November 27
  - c. Proposal deadline – Tuesday, December 4 at 4PM
  - d. Demonstrations – January and February 2019
5. Overview of Proposal Format
  - a. Proposal response format in section 3
  - b. Required forms
    - i. Specifications (Excel)
    - ii. Price Form (Excel)
    - iii. Vendor Forms (Word)
6. Vendor Question and Answer
7. Wrap-up
  - a. Note that questions and answers are not official until issued in an addendum
  - b. No communication with City other than Purchasing contact
  - c. RFP posting location—also official location for any addendum
  - d. Call-in Vendors – Stay on the line to collect contact information
  - e. Thank you