

Mandatory Pre-Proposal Conference

September 3, 2010

Virginia Department of Social Services
801 East Main Street
Richmond, VA 23219

A mandatory pre-proposal conference will be held on September 3 from 1:00 to 4:00 at The Virginia Department of Social Services in Richmond, VA. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all applicants having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those applicants who are represented at this pre-proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 1:15.

Bring a copy of the solicitation (RFP) with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

Please fill in the information below and fax it to 804-726-7088 by September 2, 2010

Agency: _____

Email: _____

Phone: _____

Address: _____

List all who will attend:

Name: _____

Name: _____

Name: _____

Most participants of this Pre-Proposal conference are coming in from out of town. Please consider arriving in Richmond early to find parking. You may buy lunch at one of many restaurants and street vendors and are welcome to bring your lunch to the meeting.

The doors will open at 12:30 and close at 1:15, so plan accordingly.

Parking is available behind the building, in various other lots and on the street. Unfortunately, there is no free parking downtown.