



**IRFP# 2519S008**

**Project Title: Lean Six Sigma**

**Pre-Proposal Conference Agenda**

**July 18, 2018 at 10:30 a.m. [Alaska Time]**

**Call in Number: 1 (872) 240-3212**

**Access Code: 775-739-477**

**Location:** Procurement Section Conference room on the 3rd floor of the DOT building located at 3132 Channel Drive in Juneau, Alaska.

<b>Pre-Proposal Conference overview:</b>
<b>Purpose/requirements/expectations</b> – by Paul Nakachi, Procurement Officer
<b>Introductions:</b>
1. Procurement Officer of record, Paul Nakachi
2. Department of Facilities Services Project Coordinator, Megan Sawtelle
3. Attendees at 3132 Channel Drive in Juneau, Alaska.
4. Attendees via conference call
<b>Brief overview of Scope of Work &amp; Deliverables</b> - by Megan Sawtelle, IRFP Contract Project Director
<b>Explanation/Discussion of Key Sections of the IRFP</b> - by Paul Nakachi, Procurement Officer
<b>Open discussion for questions or comments*</b>
<b>End of pre-proposal conference</b>

\* Open discussions (if applicable) are intended to further clarify any remaining uncertainties regarding this solicitation. A written record of all questions asked during this conference shall be incorporated into the procurement file. All questions raised during the conference will be answered prior to the solicitation due date. Some questions may be immediately addressed, while other questions may be addressed following the conference's conclusion. Questions may be answered either by individual question or in groups of related questions and may appear as either Informational Only or Mandatory Return Amendments. Amendments will be sent to offerors registered with the Procurement Officer.