



Savannah-Chatham County Public School System

RFP 24-44

Workers Compensation Third Party Administration Services (Annual Contract)

PRE-PROPOSAL CONFERENCE AGENDA

April 16, 2024 at 10:00 AM

208 Bull Street, Room 303

Welcoming Remarks:

1. Good Morning, My name is Joan Carter, Purchasing Manager
2. This is a pre-proposal conference for: RFP 24-44 Workers Compensation Third Party Administration Services (Annual Contract)
3. The purpose of this meeting is to allow interested firms, the opportunity to review solicitation submittal forms and address questions about submitting their bids. The District will also allow representatives from Risk Management to provide an overview of the required services.
4. No oral interpretation will be made to bidders as to the meaning of specifications at the pre-proposal conference.
5. All request for interpretation or request for material substitution must be made in writing to the District Purchasing Department by the stated deadline.
6. All interpretations made to proposers will be in the form of a written addendum which will be posted to the District's website. Every effort will be made to send the addendum to proposers of record in attendance at this pre-proposal conference using the contact information provided on the pre-conference register. It is the proposer's responsibility to ensure that all addendums are acknowledged in the spaces provided on the solicitation forms.

Introductions:

1. Remarks and introductions.
2. Introductions of company represented.

General Information:

- Sign-In Sheet (business cards if available)
- Published Addendums
 - Posted on SCCPSS' web site (www.SCCPSS.com) seventy-two (72) prior to the closing date and time for the solicitation.

Reminders:

- Request for Interpretation due: April 18, 2024 prior to 5:00 pm
- Request for Material Substitution: April 18, 2024 prior to 5:00 pm
- Deadline for Submittal of Proposals: April 30, 2024 prior to 2:00 pm

Purchasing Agent, Name: Joan Carter, Purchasing Manager
Correspondence directed to: purchasing@sccpss.com