



Banking Services, RFP #21-012-P

Virtual Pre-Conference Meeting Agenda

<https://global.gotomeeting.com/join/720145109>

You can also dial in using your phone. United States: [3+1 \(408\) 650-3122](tel:314086503122) Access Code: 720-145-109

Date: 11/16/21 Time: 9:00 a.m.

- I. Welcome & Introduction – Pamela Hobbs, Director of Procurement
- II. Overview of Project – Carolyn Avington, CFO and Andrea Joyal, Director of Finance & Accounting
 - A. Scope of Work – Section B
- III. RFP Submission Requirements
 - A. Instructions – **Proposal Due Date – December 28, 2021 submitted online at www.ha.internationaleprocurement.com**
 - B. Section I, Submission Requirements; Forms
- IV. Evaluation Factors – Section C
- V. Q&A
- VI. Deadline for additional Questions (*written* Requests for Information - RFIs) – Tuesday, December 7, 2021 by 9:00 a.m. Minutes of this meeting, all responses to RFI's and any answers not given to questions asked at the pre-conference will be distributed to all package holders via the electronic portal on Friday, December 10, 2021.

Contact Pamela Hobbs with questions regarding proposal documents through the online portal at www.ha.internationaleprocurement.com.