



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950


JEB BUSH, GOVERNOR

TOM MCGURK, SECRETARY

March 23, 1999

MEMORANDUM NO. 7 (98-99)

TO: State Department Purchasing Office Addressed

FROM:  George C. Banks, CPPO
Director, State Purchasing

SUBJECT: Pre-Invitation Conference

When it is determined that the complexity of an invitation (RFP, ITN, ITB) may raise questions among prospective vendors or other interested parties regarding specifications, terms and conditions a pre – opening conference may be in order.

The purpose of a pre – opening conference is to discuss and respond to written questions submitted by interested parties regarding the specifications, terms and conditions. An invitation addendum is required when answers to the questions result in modifications or clarifications to the Invitation.

The conference should be scheduled as part of the invitation process as follows:

Release of invitation	Work Day 1
Last day for receipt of written questions	Work Day 10
Pre – opening conference	Work Day 15
Have all attendees' sign in	
Record the proceedings	
Distribute questions with answers	
Read each question and answer and encourage discussion	
Do not accept new questions	
Release of Addendum/final written answers	Work Day 18
Invitation opening	Work Day 30

The schedule is provided only as a guideline and example. The schedule for each invitation should be based on the peculiar needs and requirements of the invitation.

Any questions or comments regarding this guideline should be directed to Buddy Barker at (850)488-8131, Suncom 278-8131 or e-mail to barkerb@dms.state.fl.us.

GCB/rcg