

NOTIFICATION TO OFFERORS RE VIRTUAL PRESENTATIONS

Offerors' virtual presentations are scheduled for 90 minutes. Each Offeror should develop content to present that summarizes their proposals, highlighting the strengths and advantages that they believe they offer and remaining mindful of the RFP priorities. Offerors should also review in advance areas for which the Issuing Office sought clarification or additional information, and decide whether they wish to recapitulate or supplement any responses they have previously provided. Offerors are free to prepare materials to help illustrate or support their presentations, with the following two caveats: i) copies of any pdfs, PowerPoints, slides or other prepared materials must be submitted to the Issuing Office electronically at, or very shortly after, the time scheduled for their presentations and ii) any content presented during the presentation that differs materially from the substance of similar content or statements in their formal submissions must be clearly identified as such so that the review committee is able to recognize it, and afford it appropriate consideration.

Offerors' initial, prepared presentation should last no longer than one hour, which will allow at least 30 minutes for questions from the Committee. In structuring their remarks, however, Offerors are advised that Committee members may ask questions during the initial presentation and seek answers immediately to assure themselves that they have secured responses to topics they consider important. Offerors' initial presentations should not exceed one hour, including any such questions from Committee members (and Offerors' responses). The Committee may elect to extend the time for initial presentations beyond one hour or extend the entire presentation period beyond 90 minutes, but such actions are entirely at the discretion of the Committee.

Committee members are continuing to review recently submitted materials and may develop areas of inquiry that are independent of the subjects that Offerors' address in their prepared presentations. If possible, the Committee will attempt to identify such areas for Offerors in advance of the time of their presentations. Nonetheless, Offerors should be prepared to defend every aspect of their proposals during their presentations, regardless of whether they were provided advance notice about areas of Committee interest.

Committee members will not be identified by name prior to presentations.

Offerors will be afforded an opportunity to confirm in writing information or responses they provide during their presentations within a specified period of time following the conclusion of the presentations.

NOTE: the presentations are intended to give Committee members an opportunity to better understand the technical aspects of each Offeror's proposal. No Committee member will have seen any financial details of any Offeror's proposal at the time of its presentation. This means members will, intentionally, be unaware of the fee schedules submitted for card programs, the small diverse minority business submissions, the staff augmentation submissions, and the value added services submissions when they participate in the presentations. Offerors are explicitly directed, therefore, to make no references of any kind to any financial details of any aspect of their proposals during their presentations. Violation of this requirement will be subject to sanctions, up to and including disqualification.