

Vendor Information Conference
ICJ Request for Proposal
Juvenile System for Tracking Interstate Compact Events

April 17, 2019
1:00 pm Eastern Time

*****WebEx Meeting Information*****

[Link to Vendor Information Conference](#)

Dial In: 1-415-655-0001 US TOLL

The purpose of this optional Vendor Information Conference is to give interested and eligible vendors the chance to better understand the project outlined in the Request for Proposal (RFP). The goal is to provide an “Informal” forum for the potential Proposers to ask questions and gain clarifications on the requirements identified in the RFP.

- 1) All answers by ICJ Representatives to potential Proposers questions are considered Informal and nonbinding on ICJ.
- 2) All potential Proposers requiring Formal answers to their questions, or requests for clarification or change must submit their questions in writing to the Administrative Contact in accordance with Section 7 of the RFP.
 - a) Administrative Contact Email Address: jadkins@juvenilecompact.org
 - b) All Formal answers to written Proposers questions, or requests for clarification or changes shall be via the issuance of question/answer document by the Administrative Contact.

1. Welcome and Introductions

- a. Meeting Facilitator: MaryLee Underwood
- b. RFP Administrator: Jennifer Adkins
- c. Potential Proposers

2. RFP Overview

- a. Schedule

MILESTONE	DATE
ICJ Issues RFP	April 1, 2019
Vendor Information Conference	April 17, 2019
Vendors submit questions to ICJ	April 19, 2019
ICJ posts responses to questions	April 26, 2019
Vendors submit proposals to ICJ	May 17, 2019
Vendor interviews and system demonstrations	June 11, 12, or 20, 2019
ICJ Designates Successful Vendor	July 15, 2019
Contract start date and work begins	August 1, 2019

- b. RFP Section Review
- c. RFP Requirements Review

3. Proposer Questions, Clarifications and Change Requests

- a. ICJ will take questions one at a time
- b. ICJ may answer questions, clarifications or change request directly
- c. ICJ may request that the question, clarification or change request be submitted in writing by April 19, 2019

4. Concluding Remarks