

Attachment 2. Pre-Bid/Proposal Conference Response Form

Solicitation Title: _____

Solicitation #: _____

Bidder/Offeror Name: _____

See the Key Information Summary Sheet for the date and time for the Pre-Bid/Pre-Proposal Conference.

Please return this form by the due date noted for the RSVP, advising whether or not your firm plans to attend. The completed form should be returned via e-mail to the Procurement Officer at the contact information below:

<<procurementOfficerName>>

<<ISSUINGAGENCYACRONYM>>

E-mail: <<procurementOfficerEmail>>

Fax #: <<procurementOfficerFax>>

Please indicate:

_____ Yes, the following representatives will be in attendance.

Attendees (Check the IFB for limits to the number of attendees allowed):

1.

2.

3.

_____ No, we will not be in attendance.

Please specify whether any reasonable accommodations are requested (see IFB § 4.1 "Pre-Bid conference"):

Bidder: _____
(Bidder Name Please Print or Type)

By: _____
(Signature/Seal)

Printed Name: _____
(Printed Name)

Title: _____
(Title)

Date: _____
(Date)

Directions to the Pre-Bid Conference

<<preBidDirections>>

Add email address and phone number of the attendees, along with the name, title, and company -