

**AGENDA FOR PRE-PROPOSAL MEETING REGARDING  
RFB NO. 19-1923-14 AWOS REPLACEMENT SYSTEM-  
ZOOM MARCH 23, 2021 @ 11:00 A.M.**

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- **Introductions, Sign-In Sheets, Lines of Communication, Facilitators of Process**
  - Introduce Staff in Attendance
  - Review of Attendees
  - Facilitators of Procurement Process (Procurement/ Business Diversity Development/ Development / AWOS Replacement System)

- **RFB Schedule**

March 15, 2021	Publication of Legal Notice
March 16, 2021	Release of RFB Documents
March 23, 2021	Pre-Bids Meeting 11:00 a.m.
April 1, 2021	Questions Due from Respondents by 4:30 p.m.
April 08, 2021	Questions and Answers posted on Authority website by 4:30 p.m.
April 15, 2021	Response Due to Authority by 2:00 p.m.
May 20, 2021	Anticipated Board Approval of the Award of Contract
May 24, 2021	Anticipated Contract Commencement Date

- **DBE & Forms**
  - Requirements - Section 5, Pages 10-18
  - Forms – Section 12, Pages 28-31
- **Scope of Services**
  - Section 7, Page 20
- **RFB Response Structure**
  - Response Structure – Section 8, Pages 20-21
  - Insurance Requirements – Page 46
  - Bond Requirements – Section 6, Pages 19-20
  - Responses must be received before 2:00p.m. Local Time April 15, 2021
- **Questions and Answers**
  - All questions must be submitted in writing by 4:30 p.m. Local Time April 1, 2021 via email to [ProcurementDirector@flymemhis.com](mailto:ProcurementDirector@flymemhis.com). **Questions not submitted in this manner will not be provided with a formal answer.**
- **Final Remarks**
  - Registering Attendance
  - Question and Answers
  - Point of Contact