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**MANDATORY PRE-PROPOSAL CONFERENCE**

Payment Card Industry Data Security Standards (PCI DSS) Compliance Services

RFP No. 05222023

Thursday, June 8, 2023

11:00 – 12:00 AM CST

**TRANSCRIPT**

On June 8, 2023, the University of Arkansas held a mandatory pre-proposal conference call via Zoom for RFP No. 05222023. The purpose of this meeting was to communicate to the respondents the next steps in the RFP process and inform them that they can continue to submit questions and/or request clarification to Q&A Addendum questions until June 14, 2023.

Sandy Sturgeon, Director of Financial Management, Analysis & Compliance, reminded all attendees to frequently check the University’s official solicitation site, <https://hogbid.uark.edu/>, for the latest information available regarding the RFP, including Question & Answer addendums. Ms. Sturgeon then went over the following upcoming deadlines:

* Last date UA will accept additional questions and issue Q&A addendums – June 14, 2023
* Proposal submission deadline & bid opening event – June 23, 2023, 2:30 PM CST

(Attendance at RFP opening is not required. No award will be made at this time.)

* Notice of intent to award will be announced on July 7, 2023

Ms. Sturgeon then stated that additional questions or requests for clarification of previously answered questions should be submitted to the University via email. The answers to those questions as well as a post-call transcript would be posted to the University’s Hogbid site. In addition, there were several questions previously unanswered on the posted Q&A Addendums due to time constraints. Those answers were not provided in today’s pre-proposal call but will be posted as a separate Addendum on Hogbid. Again, attendees were reminded to frequently check Hogbid.

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| Susan Slinkard, Director of Cash Management, asked all participants on the call to e-mail her with their contact information to ensure she has a record of all participants and accurate contact information for each. Ms. Slinkard also recommended that attendees have their Legal Counsel thoroughly examine and read the entire RFP document, including all appendices, prior to responding. |

**Reminders / Clarifications**

* A Transcript of the call will be published on [Hogbid](https://hogbid.uark.edu/).
* It is the responsibility of each participant to review Hogbid for the Transcript information.
* Questions will be addressed by Q&A Addendum and published on Hogbid. Additional questions or requests for clarification of previously answered questions should be submitted via email to Ellen Ferguson, Procurement Coordinator [ellenf@uark.edu](mailto:ellenf@uark.edu)
* The RFP Committee reserves the right to extend deadlines and other requirements which will be published on Hogbid.
* It is the obligation of Proposers to follow the activities on Hogbid.
* Proposers must sign all bid documents where required and submit with proposal.

**SUBMIT ALL PROPOSALS TO: By USPS:**

University of Arkansas – Business Services

UPTW Room 101

1 University of Arkansas

Fayetteville, AR 72701

**By FedEx, UPS, or another private carrier to Physical Location:**

University of Arkansas – Business Services

UPTW Room 101

1001 East Sain Street

Fayetteville, AR 72703