Presentation invite

Date

Solicitation number

Single point of contact name

Single point of contact email

Solicitation title

Invited vendor

Presentation date and time

Presentation location or link

Pursuant to the *evaluation* section of the referenced solicitation, the State invites the vendor listed to provide a presentation and demonstration of their response at the date, time, and location listed.

**Schedule and agenda**

A detailed agenda is attached outlining topics to be presented and/or discussed during the presentation and demonstration. Each vendor will have the same structure and time limits. Time limits are strict, and proposers are not allowed to go over their scheduled time.

Key personnel, who can answer questions regarding all included features of business functionality and technical questions must be in attendance and actively participate.

Presentations are not open to the public. The State reserves the right to tape all or any portion of a presentation. Clarifications made during the presentation may be appended to the written proposal as if they had been submitted with the proposal itself. The State will not announce an award immediately following presentations and proposers do not need to be available beyond the scheduled presentation time.

While individuals may introduce themselves as part of a question, the State will not make official introductions or disclose roles.

**Facilities**

The presentation will take place in a large conference/hearing room. A wireless guest network is available in the space, however the State cannot guarantee the availability or speed of internet connectivity, so vendors are encouraged to be prepared with alternate connectivity as well. Tables, chairs, and power are available. The room is equipped with digital screens with HDMI connection.

**Evaluation**

Expanding on the factors listed in the *evaluation* section of the solicitation, presentation evaluation factors are further broken down in the attached agenda.

**Communication**

All scoring and proposal information remains confidential pursuant to [NRS 333.335(7)](https://www.leg.state.nv.us/nrs/nrs-333.html#NRS333Sec335) until a notice of award is issued pursuant to [NAC 333.170](https://www.leg.state.nv.us/nac/nac-333.html#NAC333Sec170). All communication regarding this solicitation must go to the single point of contact pursuant to [NAC 333.155](https://www.leg.state.nv.us/nac/nac-333.html#NAC333Sec155).