



# INFORMATIONAL MEETING RELATED TO

## TOWN OF RICHMOND REQUEST FOR PROPOSALS WEBSITE DEVELOPMENT, DESIGN, AND IMPLEMENTATION ISSUED MARCH 30, 2021

An informational meeting will be held on Tuesday, 4/20/21, at 10:30 am. The purpose of this meeting will be to answer questions from all vendors interested in submitting a bid for this project. All questions regarding this project should be submitted in writing by 4/13/21. A list of questions will be compiled and responses distributed to all vendors. The meeting on 4/20/21 will be a chance to review the project and for vendors to ask additional questions.

### **Informational Meeting Login Information:**

#### **Join Zoom Meeting Online:**

<https://us02web.zoom.us/j/84746646448?pwd=Mk9uUWtKS0VZYkRtdDZhdVIDNDhGZz09>

**Join by Phone:** +1 929 205 6099    **Meeting ID:** 847 4664 6448    **Passcode:** 885567

### **A reminder of the RFP Schedule. The full schedule can be found in the full RFP**

Issuance of RFP: 3/30/2021

RFP Questions Due: 4/13/2021

Questions Answered on: 4/26/2021

Vendor submittals due by: 3pm 5/10/2021

Bids opened at 3:05pm on 5/10/2021 via zoom:

<https://us02web.zoom.us/j/84988842653?pwd=MGV0TDgvYVowTW4rQU5yaUFRVjhlUT09>

**Meeting ID:** 849 8884 2653

**Passcode:** 203459

Vendor interviews completed by: 6/14/2021

Vendor reference and background checks completed by: 6/25/2021

Selectboard Contract Approval: 7/6/2021

Enter negotiations, execute a professional services agreement: 7/13/2021

(Dates subject to change)

Inquiries about this RFP must be made in writing and directed to:

Josh Arneson

Town Manager

[jarneson@richmondvt.gov](mailto:jarneson@richmondvt.gov)

PO Box 285

Richmond, VT 05477