



## PURCHASING AND SUPPLY SERVICES

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April 10, 2025

### **Re: RFP PUR-25-060 Food Insecurity Food Distribution Program**

To All Prospective Respondents:

We invite you to attend the Pre-Proposal Conference, which will provide important information and guidance regarding the proposal process, submission requirements, and overall expectations for this RFP. Your participation is strongly encouraged, as this session will help ensure a complete and responsive submission.

#### **Pre-Proposal Conference Details:**

**Topic: Food Insecurity Distribution Program**

**Date & Time: Monday, April 14, 2025, at 1:00 PM (EST)**

All interested vendors are encouraged to attend. Please ensure that your organization is represented, as this meeting will provide crucial information for developing a responsive and competitive proposal.

Registration for this event is required. In order to participate in the virtual pre-proposal conference, you must complete Attachment B -- Letter of Intent to Participate in the Pre-Proposal Conference. The form must be completed and submitted to: [Donna.Parks@pgcps.org](mailto:Donna.Parks@pgcps.org) and [Michelle2.Tucker@pgcps.org](mailto:Michelle2.Tucker@pgcps.org) no later than Monday, April 14, 2025, at 11:00 a.m.

[Donna.Parks@pgcps.org](mailto:Donna.Parks@pgcps.org)

[Michelle2.Tucker@pgcps.org](mailto:Michelle2.Tucker@pgcps.org)

The form must be submitted no later than Monday, April 14, 2025, at 11:00 a.m. Upon receipt of this document, the Zoom link will be provided. The Attachment B – Letter of Interest is attached with this e-mail.

Thank you,  
Donna Parks