

**Meeting Notes from
CMS MEP Cxa Commissioning Services RFQ Pre-Proposal Conference
8/13/26 @ 3:00 pm**

- **Introduction**
 - Mike Higgins of Tom O'Dell
- **SBE Information**
 - Responses shall include a completed SBE identification form and Affidavit 'A' (totaling at least 50 points)
 - SBE Identification Form
- **General**
 - All RFQ questions must be submitted in writing via email to Tom O'Dell and Mike Higgins – m.higgins@cms.k12.nc.us and tom.odell@cms.k12.nc.us
 - RFQ responses are due 8/26/26 @ 3:00 pm
- **Scope of Services**
 - Information is included under Section 4 of the RFQ
- **Provide RFQ Submittals as described in Section 5**
 - Two (2) hard copies and one USB flash drive
 - Proof of insurance
 - Responses to all questions in Section 7
 - Submit completed signed and notarized acknowledgement form including acknowledgement of any addenda
 - SBE information requested
- **Key Dates**
 - RFQ released 8/3/26
 - Pre-Proposal Conference 8/13/26
 - RFQ questions due 8/17/26
 - Answers to RFQ questions will be posted on CMS website on 8/19/26.
 - RFQ responses due 8/26/26 @3:00 PM
- **Questions**
 - No written questions have been received via email as of the date of this meeting.

End of Meeting Notes