**NOTICE - Meeting of the Request for Proposal Evaluation Panel**

**Faculty Management and Reporting Software**

**RFP # 5400024961**

The meetings of the RFP Evaluation Panel for the above-referenced solicitation will be held:

**Thursday, August 9, 2023, and Friday, August 10, 2023, from 9:00 AM to 5:00 PM**

The meetings will be held at: Penny Hall, 115 Chanticleer Drive East, Room 120, Conway, South Carolina. Message the Procurement Officer if you intent to attend.

AGENDA for each of three (3) demonstrations:

A. REGULAR SESSION

1. Open Meeting

2. Overview of Process

B. EXECUTIVE SESSION

1. Demonstrations by vendors

2. Discussion of demonstrations

3. Finalize Evaluations

C. ADJOURN

George Rozes

Procurement Officer