

## GUIDANCE ON STATUS OF MEETINGS

### Professional Services

Longlist/Technical Review Committee (TRC) Meetings	Public Meeting
Shortlist Meeting	Public Meeting
Scope Meeting	Public Meeting
Oral Presentations	Exempt Meeting
Oral Interviews	Exempt Meeting
TRC Meetings	Public Meeting
Selection Committee Meetings	Public Meeting
Negotiation Meetings	Public Meeting
Negotiation Strategy Meetings	Exempt Meeting
Debriefing Meeting following Shortlisting (Should not occur until after 72 hr protest period has passed.) If debriefing is held with each TRC member separately, it will not be held as a public meeting. If debriefing with all TRC members present at one time, it should be held as a public meeting. No comparative comments allowed. No exempt documents may be provided to firms, including evaluation comments or Letters of Response. Debriefing Meetings following shortlisting should only occur with non-shortlisted proposers.	As a Public Meeting if all TRC members present. Not as a Public Meeting if held with each TRC member separately.
Debriefing Meetings with non-selected proposers following Final Selection (Should not occur until after 72 hr protest period has passed.) At this point in time, the firm can meet with all TRC members at once or separately without being held as a public meeting.	Not a Public Meeting

### Low Bid Design-Build (from Design-Build Process Checklist)

Pre-Bid/Pre-Proposal Meeting	Public Meeting
Question & Answer Meetings	Exempt Meeting
Bid Opening	Public Meeting
Technical Review Meetings	Public Meeting
Fact Finding Meetings w/2 or more TRC members	Public Meeting
Award Committee Meetings	Public Meeting

**Two Phase Adjusted Score Design-Build** (from Design-Build Checklist)

TRC Meetings to discuss Expanded Letters of Interest (ELOIs)	Public Meeting
Phase I Selection Committee Meeting	Public Meeting
Alternative Technical Concept (ATC) Meetings	Exempt Meeting
ATC discussion Meetings (internal)	Exempt Meeting
Question & Answer Meetings	Exempt Meeting
Pre-Bid/Pre-Proposal Meeting	Public Meeting
TRC Meetings to discuss Technical Proposals	Public Meeting
Bid/Price Proposal Opening	Public Meeting
Selection Committee Meeting	Public Meeting
Award Committee Meeting	Public Meeting
Final Negotiations (if any)	Exempt Meeting

**Contractual Services/Commodities**

Pre-bid/Pre-proposal Meeting	Public Meeting
Shortlist	Public Meeting
Oral Presentations/Interviews	Exempt Meeting
Procurement Advisory Team Meetings w/ TRC	Public Meeting
Technical Review Team Meetings	Public Meeting
Bid Opening	Public Meeting
Reading of Technical Scores	Public Meeting
Negotiations	Exempt Meeting
Negotiations Strategy Meetings	Exempt Meeting
Award/Selection Committee Meeting	Public Meeting