

Pre-Submission Conference Sign-In Sheet

Project Title: _____ University: _____ Bulletin Reference #: _____

Conference Location: _____ Time & Date: _____ Mandatory/Optional: _____

Individuals must complete and sign this form verifying their attendance at the pre-submission conference. If attendance is mandatory, a vendor (including an incumbent vendor) will be considered non-responsive and disqualified if the vendor does not attend, arrives after the meeting is called to order, leaves early or fails to sign the attendance sheet.

- Certified BEP
- Certified Veteran Owned
- Registered Small Business

Business Name Attendee Email Address Time Signed In

Attendee Printed Name Attendee Title Attendee Signature Time Signed Out

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- Certified Veteran Owned
- Registered Small Business

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