

**State of Vermont Office of the State Treasurer
Retirement Division (OST RD)**

**Retirement Backfile Conversion Services &
Interim Imaging System
Bidders Conference
1:00 PM, Monday, March 7, 2005**

Location: The Pavilion Auditorium, 109 State Street, Montpelier, VT
(Entrance on Governor Davis Avenue – Parking is limited)

12:30 – 01:00 PM: Vendor Sign-in.

Must sign non-disclosure, pick up copies of Q&A to date, peruse sample folders available beyond sign-in desk.

01:00 – 01:15 PM: Opening Remarks – Beth Pearce (Deputy State Treasurer) and Marge Sweeney (VRS Project Manager).

Greeting including introduction of OST VRS and LRWL participants, quick review of department, operations, why backfile, objectives of interim imaging. How this project fits into the overall OST RD strategy.

01:15 – 01:30 PM: RFP, Bidding and Project Specifics – L R Wechsler, Ltd.

Review current anticipated project schedule and ground rules for the conference. No verbal answers are binding. Responses to questions raised at the bidders' conference will be made available on the web site by 5 PM March 10. All must sign non-disclosures. Sample folders are excellent cross-section of member folders. Update on where conversion is to be located. Discussion of quality assurance, approach, day forward approach, etc.

01:30 – 02:15 PM: Site visit to 133 State Street – VRS Project Team.

Two groups will each be escorted to the VRS offices by a member of the VRS project team. Bidders will be shown the facilities VRS will provide for backfile imaging operations as well as be given an opportunity to see current location of files and cabinets.

02:15 – 03:45 PM: Vendor questions – L R Wechsler, Ltd.

03:45 – 04:00 PM: Closure, reiteration of question response schedule, thanks – Marge Sweeney (VRS Project Manager).