



RFP 26-029
Attachment B
Microsoft Teams Pre-Proposal Meeting Instructions

Important: This is a non-mandatory meeting. Within this preproposal meeting, we will be discussing submittal timeline and requirements. No information related to the Scope of Work will be discussed. All questions or requests for clarification related to the Scope of Work must be submitted in writing as instructed in Section 1.5 of the RFP document.

Please use the following steps:

1. In order to be registered as an Attendee at this Meeting, you Must, no later than the Day before the Event:
Send an email to hktoal@utmb.edu and provide: *First & Last name, Name of Company, e-Mail address & Phone number*
2. Please use the link below:
Microsoft Teams meeting
Join: <https://teams.microsoft.com/meet/287366886017483?p=9d6JZMKYc4GuMrYVfZ>
Meeting ID: 287 366 886 017 483
Passcode: Za3mu2hy
3. Join by phone using the below phone number and Conference ID:
Dial in by phone
[+1 409-240-0721,,598221348#](tel:+14092400721598221348) United States, Beaumont
[Find a local number](#)
Phone conference ID: 598 221 348#

If you do not have a microphone or are otherwise unable to be heard, please use the Teams Meeting Chat functionality for questions. If you are unable to obtain a Teams connection or are unable to see or hear the presentation, please follow Step 1 and you will be sent the presentation.