

## Pre-Proposal Conference and Site Visit

**Date:** April 22, 2026

**Time:** 10:00am Central

**Location:** Room A104A, Hoover State Office Building  
1305 E. Walnut Street, Des Moines, IA

**To:** All Interested Vendors

The Iowa Department of Management announces a pre-proposal conference and site visit for the Iowa Department of Revenue Incoming Mail Modernization RFP, at the date and time listed above. **This meeting is not mandatory to submit an RFP response, but it is highly recommended.**

**NOTE: All attendees will need to bring a government-issued ID.**

Attendees will sign in at the front desk (1st floor) and receive a guest badge and be escorted to the conference room. Badges are to be returned to the front desk at the conclusion of the site visit. **To expedite the badging process, we request that attendees provide an RSVP with the names of all attendees expected to attend to the Issuing Officer, Steve Dawson, via email ([steven.dawson@dom.iowa.gov](mailto:steven.dawson@dom.iowa.gov)).**

Those who cannot attend in person may attend the pre-proposal conference virtually at the following link (please note that the site visit will not be available virtually):

[meet.google.com/wsv-pttd-auh](https://meet.google.com/wsv-pttd-auh)

The pre-proposal conference is anticipated to last approximately 45 minutes, with the site visit to follow. Total time is expected to be approximately two hours; however, the time will vary based on the amount of discussion with vendors, breaks, and other factors.

Per Section 3.6 of the RFP, “(o)ral discussion at the pre-proposal conference will not be considered part of the Solicitation unless confirmed in writing by the Agency and incorporated into this Solicitation”.

Thank you for your interest in doing business with the State of Iowa!