

AGENDA
PRE-PROPOSAL MEETING
Contract No. 2026-02
Public Relations Consultant
July 15, 2026 at 12:00 PM

1. Introductions
2. Project Description
 - a. This solicitation for proposal is for public relations work to be performed on an task order basis
 - b. One Consultant will be selected
 - c. Contract will be for three (3) years with two (2) one-year options solely determined by the IAG Service Corp.
 - d. Not-to-exceed amount for this Consultant contract will be \$150,000
 - e. Individual task orders will be assigned after receipt and approval of a proposal for each task as outlined in an IAG issued Problem Statement
3. Scope of Services
 - a. The IAG Service Corp. has identified a need to obtain a Consultant to perform, in a timely manner, a variety of tasks pertaining to: public relations, press releases and communications strategies around high profile or exigent matters in the IAG on an as-needed basis.
 - b. Specific items of work for each task will vary, however examples of tasks could include, but are not limited to: public relations services, developing a strategic public relations plan, tracking and providing media updates related to relevant media coverage, guidance on social media outreach, and creating and maintaining an IAG media list.
 - c. Due to the nature of the work, the Consultant must be available for discussion on communication strategy or guidance when called upon, including nights and weekends, if necessary.
4. Submission Requirements
 - a. Format - Proposals shall be submitted via email; a single PDF that is bookmarked and searchable is recommended.
 - b. Proposal – Description of services offered, proposed fee structure, timeline for implementation and initial setup, and a minimum of two, but no more than five, references for recent similar or related work.
 - c. The proposal should demonstrate an understanding of how the services offered by the Consultant meet the scope of work.

5. Proposal Schedule

Schedule

Advertise RFP

Pre-Proposal Submission Meeting

Closing Date for Submittal of Inquiries

Response to Inquiries

Closing Date for Submission of Proposals

Oral Interviews (if required)

Anticipated Approval by the IAG Executive Management Committee

Anticipated Notice of Award

Date

July 6, 2026

July 15, 2026

July 21, 2026

July 29, 2026

August 5, 2026

Aug 31 - Sept 11

October 8, 2026

October 9, 2026

6. Administrative and Contractual Information

- a. Pre-proposal Meeting today at 12 pm (not mandatory)
- b. Proposals must be submitted by 8/5/26 at 2:00 PM ET via email to: procurement@e-zpassiag.com
- c. Evaluated based on: experience and qualifications, understanding of the scope of work, cost effectiveness, and references/past performance.
- d. Oral interviews may take place – 40 mins. (20 for presentation and 20 for Q & A)
- e. Inquiries by 7/21/26 at 4:00 PM ET

7. Question and Answer

- a. Meeting participants are invited to ask questions and answers