

**09 NCAC 06B .0315 MANDATORY CONFERENCES/SITE VISITS**

- (a) When a solicitation requires potential offerors to attend a mandatory conference or site visit, then the date, time, location, and other details relating to attendance shall be given in the solicitation document and in the advertisement.
- (b) If only one potential offeror attends the mandatory conference or mandatory site visit, the conference or site visit may be conducted, but the purchasing agency shall endeavor to ascertain why only one potential offeror attended, and whether there is any competition available. If it is determined that competition is available, the purchasing agency may schedule another conference or site visit, if deemed to be to the advantage of the State. If it is determined that there is no competition available, then the procurement may be handled as a waiver of competition as permitted by Rule .0901 of this Subchapter.
- (c) The purchasing agency shall document details of the conference or site visit as part of the official records required in Rule .1402 of this Subchapter.
- (d) Any and all questions or clarifications by a potential offeror regarding a solicitation document shall be addressed to the purchasing agency contact so designated in the solicitation. Any and all revisions to the solicitation document shall be made only by published addendum from the purchasing agency.

*History Note: Authority G.S. 143B-1233(c); 143B-1350;  
Temporary Adoption Eff. January 1, 2000;  
Eff. August 1, 2000;  
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