



The Town of Hilton Head Island  
RFP 2024-46 Evaluation Committee Meeting  
Sharepoint Site Development, Workflow  
Implementation and File Migration Project  
January 22, 2025 2:00 pm-3:00 pm Eastern Time  
Virtual Meeting

(Meeting Link Available By Request from  
[jessicac@hiltonheadislandsc.gov](mailto:jessicac@hiltonheadislandsc.gov))

## **AGENDA**

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**1. Call to Order**

**2. FOIA Compliance**

Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**3. Regular Session**

No regular business to be conducted. Meeting will move immediately into Executive Session where the Evaluation Committee will interview firms selected as finalists for the Sharepoint Site Development, Workflow Implementation and File Migration Project.

**4. Executive Session**

Evaluation Committee will interview finalists for the Sharepoint Site Development, Workflow Implementation and File Migration Project.

**5. Recommendations/Actions from Executive Session**

**6. Adjournment**