

## **Oral Presentations/Discussions**

Oral presentations or discussions are conducted at the option of the agency. If conducted, the solicitation document must state when oral presentations or discussions will occur. Oral presentations and discussions provide an opportunity for respondents to highlight the strengths and unique aspects of their response and to provide answers to questions the agency may have regarding the response. Demonstrations of product functionality are recommended when appropriate, such as information technology procurements or solution based procurements.

Oral presentations and demonstrations can be scheduled for all respondents or limited to the top ranked vendors in the competitive range. An example of how to determine competitive range is demonstrated below: