



JOHN J. TECKLENBURG  
Mayor

*City of Charleston*

*South Carolina*

*Department of Budget,*

*Finance & Revenue Collections*

MATTHEW FROHLICH  
Deputy Chief Financial Officer

AMY WHARTON  
Chief Financial Officer

GARY COOPER  
Procurement Director

**Procurement Division**

**NOTICE OF MEETING**

A Vendor Presentation (**Readysset Solutions**) will be held beginning at 2:30pm on Wednesday, December 6, 2023 at Fire Department, 1451 King Street Extension, Charleston, SC for the following:

**Diversity, Equity & Inclusion Assessment for CFD – 23-P027R**

**The agenda will be as follows:**

- 1 - Welcome and Introduction
- 2 - Presentation
- 3 - Executive Session (if needed) to cover any proprietary or confidential information
- 4 - Conclusion of Presentation meeting

<https://us02web.zoom.us/j/87856442556?pwd=MGw3RU9iS3FHQzcrRFIxbTB5U1ZRQT09>

Meeting ID: 878 5644 2556

Passcode: 377672

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***In accordance with the Americans with Disabilities Act, people requiring alternative formats, ASL (American Sign Language) interpretation, or other accommodation, please contact Janet Schumacher at (843) 577-1389 or email [schumacherj@charleston-sc.gov](mailto:schumacherj@charleston-sc.gov) three business days prior to the meeting.***