**TMF:**

1. TMF Selection Committee (SC) is comprised of undersecretaries, deputy secretaries, directors and chief deputy directors from various state agencies and departments. Presently, the committee includes 10 members. Once the project teams complete their pitch, SC members will deliberate and arrive at a consensus decision to award the requested funds to the project team(s). The SC members will vote on the proposal(s) if the committee is unable to make a consensus decision.
2. TMF will send a Microsoft (MS) Teams meeting invite via Outlook to SC members and adjust the length of the meeting (normally 3 hours) depending upon number of project teams pitching their projects. Each project team will get 30 minutes for their pitch (15 min for presentation and 15 min for questions and answers (Q&A)). Meeting invites will normally be sent to SC members 3 business days before the pitch day. The MS Teams invite will include the following:

a) An agenda.

b) SC Packet. The packet will include Executive Summary of the business problem and list of outcomes of each proposal being presented to SC on the pitch day. This document will also include a set of sample questions for SC’s consideration for the Q&A session.

c) TMF Pitch Day Briefing PowerPoint. The PowerPoint will include meeting agenda, TMF intake status and other project proposal related information for SC’s pre-review.

1. TMF will send project teams MS Teams meetings invites via Outlook for pitching sessions for individual projects. Each project team will get 30 minutes for their pitch (15 min for presentation and 15 min for Q&A). Each meeting invite will include a link, call-in number, and other meeting information to inform projects teams of how and when to join the SC meeting room during their designated meeting time.
2. TMF will track the accepted/declined status of the meeting invite by the SC members.
3. TMF will ensure that the pitch day meeting has **at least** **5 SC members** available to conduct the deliberations by SC. Any decision made by the SC shall be made by a quorum of members present at the pitch day meeting.
4. If there are not enough SC members available to establish a quorum, the pitch day meeting will be cancelled and rescheduled to a different date. TMF will communicate any cancellation and rescheduling to the SC and to the project teams.

**Project Team:**

1. Project teams pitching their proposals shall join the pitch day meeting room on time. If a project team is not able to join within 5 minutes after their designated start time, its presentation may be cancelled and rescheduled at the discretion of TMF.
2. A project team’s main presenter shall share their pitch day presentation slide deck during the presentation. (**Each project** **team is requested to have a backup presenter in case the main presenter runs into internet connection or other technical issues**).
3. Project teams are encouraged to bring enough Subject Matter Experts (SMEs) to the meeting to respond to the SC’s questions. A presenter for a project team may call upon an SME to respond to a specific question.
4. Except for presenter, all other project team members shall **turn off** their camera during the presentation. Members can turn on their camera during Q&A if they are responding to the SC’s questions.
5. Projects teams are requested **not** to use the pitch day MS Teams Meeting chat window to communicate among project team members. Project teams are encouraged to create a separate meeting room for such chats.
6. TMF will time the presentation and Q&A sessions, and will provide 5-minute and 2-minute warning before the end of each session.

For questions or additional information, please visit the [TMF Website](https://cdt.ca.gov/tmf/) or contact the TMF team (tmf@state.ca.gov).