



PRE-PROPOSAL MEETING
FOR
TEMPORARY STAFFING SERVICES - RFP 2021-10578

AGENDA

DATE: Wednesday, October 20, 2021

TIME: 11:00 AM Pacific Time

1. MICROSOFT TEAMS MEETING INSTRUCTIONS (audio only)
 - a. Call 1-509-824-1714
 - b. Enter Phone Conference ID: 565151755 when prompted
2. INTRODUCTION OF SPOKANE TRANSIT AUTHORITY (STA) STAFF – Jacque Tjards, Senior Purchasing Manager
3. GUIDELINES – Tammy Santana, Procurement Coordinator
 - a. Today's meeting will be recorded to capture all questions and answers. A written amendment will be issued following the meeting, stating any clarifications, corrections, or additions to the solicitation. All prospective Proposers who received the original RFP will receive the amendment.
 - b. Any questions received prior to the meeting (see section 1.8 of the RFP & Attachment C) will be addressed at the meeting if STA has the answers to Proposers questions prior to the start of the meeting and as time allows.

Proposers will have until October 29, 2021; 4:00 PM Pacific Time, to submit any additional questions, requests for approved equals, changes or clarifications per RFP Section 1.8. This includes any redlines to the Sample Contract.

- c. Remarks, clarifications, or corrections to the RFP during the meeting shall not change the terms of the solicitation.
- d. Careful attention must be paid to all requirements of the RFP. Please read thoroughly and return all required forms, documentation, and information.
 - **Contractors must be registered to do business in the State of Washington to participate in this solicitation. Please refer to RFP Section 1.7.**

- e. Please email Tammy Santana at tsantana@spokanetransit.com to confirm your attendance at today's meeting.
- 4. SCOPE OF WORK OVERVIEW - Jeff Smith, Senior HR Specialist
 - a. Request process
 - b. Billing requirements
 - Timecards
 - Invoice Details (See Sample Agreement Section 5)
 - c. Questions regarding the Scope of Work?
 - 5. IMPORTANT NOTES AND CLARIFICATIONS – Tammy Santana
 - a. Reminder of the importance of making sure Proposal reflects the latest addenda to avoid disqualification.
 - b. Reminder to return and sign all required documents.
 - 6. PROPOSAL DUE DATE – Tammy Santana
 - a. Proposals due by **4:00 PM, Pacific Time, Monday, November 15, 2021.**