



PRE-PROPOSAL CONFERENCE AGENDA
RFP S24262
VTA Employee Application

February 26, 2025, at 11:00 AM P.T.

I. WELCOME/INSTRUCTIONS

Qianying Qiao, Contracts Administrator

ACTIVITY	DATE/TIME
Issue RFP	Wednesday, February 12, 2025
Pre-Proposal Conference	Wednesday, February 26, 2025 at 11:00 a.m.
Deadline to Submit Questions	Friday, February 28, 2025 at 4:00 p.m.
Deadline to Submit Proposals	Thursday, March 13, 2025 at 2:00 pm
Interviews	Thursday, March 27, 2025

- Website Registration Page 7
- Contract Type Page 7
- Proposer's Minimum Qualifications Page 9
- Evaluation Criteria Page 9
- Proposal Format and Content Page 11
- Administrative Submittals (submit all forms) Page 15-21
- Insurance Requirements (Exhibit D) Page 35-38

II. SBE Policy

Jennifer Mena, Office of Business Diversity Programs - Page 12

III. PROJECT OVERVIEW/SCOPE OF SERVICES - Page 14

Fernandino Guevarra– The PM of this Project/Market Development Manager

IV. QUESTIONS & ANSWERS

All questions asked at the Pre-Proposal Conference are informal. Please submit questions or comments regarding this RFP on the VTA Procurement Website no later than the date and time stated in the Table of the RFP.