



PRE-PROPOSAL CONFERENCE AGENDA
RFP S25208
SCHEDULING SOFTWARE SYSTEM ACQUISITION
<https://www.vta.org/business-center>
August 13, 2025, at 10:00 a.m.

Meeting Link:

[Pre Proposal Conference for RFP S25208 | Meeting-Join | Microsoft Teams](#)

I. WELCOME/INSTRUCTIONS

Pratik Pradhan, Contracts Administrator

ACTIVITY	DATE/TIME
Issue RFP	Wednesday, August 6, 2025
Pre-Proposal Conference	Wednesday, August 13, 2025, at 10:00 a.m.
Deadline to Submit Questions	Wednesday, August 20, 2025, at 4:00 p.m.
Deadline to Submit Proposals	Friday, September 5, 2025, at 2:00 p.m.
Interviews and Demo	Week of October 6, 2025

- Contract Type and Term of Contract Page 8
- Proposer’s Minimum Qualifications Page 9.
- Evaluation Criteria Page 10.
- Proposal Format & Content Page 13.
 - Technical Proposal; Section 1 to 9; refer pg.14-19
 - Technical Submittals A-E can be downloaded from the VTA solicitation website.

- Administrative Submittals (submit all forms) Pages 48-55.
- Insurance Requirements (Exhibit 1-C) Pages 13 and 70-73.

II. SBE Policy

Page 22.

Landon Medina, Office of Business Development Programs

- Goal Assignment: 1.1% SBE Goal – Page 22.
- Good Faith Efforts Guidelines – Page 23.

Note: A Proposer is required to achieve the SBE participation goal OR submit sufficient documentation to demonstrate a good faith effort was made and is subject to a Good Faith Effort Review.

III. PROJECT OVERVIEW/SCOPE OF WORK

Project Manager: Chad Steck, Service Planning Management Analyst

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.