



**PRE-PROPOSAL CONFERENCE AGENDA
RFP P25291
Print Services
MS Teams Meeting
April 7, 2026, at 11:00 AM P.S.T**

I. WELCOME/INTRODUCTIONS

**David Ossom, Sr. Contracts Administrator
Clay James, Project Manager
Landon Medina, Office of Business Development Programs**

Until Contract Award, all communication, written or verbal, regarding this Request for Proposal MUST be address to David Ossom

II. REQUEST FOR PROPOSALS

- Instructions to Proposers Page 7**
- Evaluation Criteria Page 18**
- Proposal Submittals and Forms Page 26**
- Insurance Requirements Page 183**
- Exceptions to the RFP to be submitted with the Questions & Answers Deadline**
- Discussions/oral presentations, if applicable (Estimated Friday, May 15, 2026,)**

**III. BUSINESS DEVELOPMENT PROGRAM, Exhibit 6 Page 168
Landon Medina, Office of Business Development Programs**

**IV. PROJECT OVERVIEW/SCOPE OF WORK, Exhibit 11 Page 191
Project Manager: Clay James**

QUESTIONS & ANSWERS

All questions asked at the Pre-Proposal Conference are informal. Please put any questions you feel are important in writing and submit to the Questions and Answers on the VTA solicitation site or email them to David Ossom by 2:00 PM P.S.T. on Wednesday, April 8, 2026, at David.Ossom@vta.org.

V. CLOSING REMARKS: David Ossom

A. Reminder about channel of communication



B. Reminder about Due Dates:

Question Submission Deadline: Wednesday, April 8, 2026, at 2:00 PM P.S.T.

Proposal Submission Deadline: Friday, May 1, 2026, at 2:00 PM P.S.T

Discussions/oral presentations: TBD (Estimated Wednesday, May 6, 2026)

Best and Final Offers: Tuesday, May 26, 2025, at 2:00 PM P.S.T