

PRE-PROPOSAL CONFERENCE AGENDA

Request for Proposals No.: P26023

Tool Calibration Services

July 14, 2026 at 10:00 AM PST via Microsoft Team

I. WELCOME / INTRODUCTIONS:

Angeline Prasad, Contracts Administrator II
William Jochum, Project Manager
Andrew Rosas, Quality Assurance & Warranty Specialist
Landon Melina, Program Analyst
Maria Adricula, Buyer II

Until Contract Award, all communication, written or verbal, regarding this Request for Proposals MUST be addressed to Angeline Prasad. Contact Information is page 4 of RFP.

II. REQUEST FOR PROPOSALS INSTRUCTIONS: Angeline Prasad

- A. Award is based on a firm fixed price for three (3) year based and two additional one-year option term from date of award by VTA.
Proposal must provide pricing for five (5) years as shown in 'Proposal Form 1B: Cost Proposal' (Attached) in ProcureNow. ALL costs of any nature whatsoever that are part of this Proposal must be included on these pages to be considered part of the Proposal.

Complete Technical Proposal will include the following:

- PAST PERFORMANCE
- STAFFING AND PROJECT ORGANIZATION
- QUALIFICATIONS

B. EXCEPTIONS TO THE AGREEMENT

- Only those exceptions submitted as part of the Proposal shall be considered during negotiations.

C. A complete Proposal package will include the following:

- PROPOSAL FORM 1A: PROPOSAL SUBMISSION AND PROPOSER GENERAL INFORMATION
- PROPOSAL FORM 1B: COST PROPOSAL
- PROPOSAL FORM 3: DESIGNATION OF SUBCONTRACTORS
- PROPOSAL FORM 4: LISTING OF SBE SUBCONTRACTORS
- PROPOSAL FORM 5-12 & 18, EXCLUDING BID FORM 13 – 17.
- INSURANCE AND INDEMNITY REQUIREMENTS
 - Due before awarded contract signing.

- D. Proposal Form Overview:
Make sure all items under “Estimated Maximum Total for All Years” are filled out
Do not include sales tax in the unit price.
- E. Due Date is 2:00 PM PT on Thursday, July 30 2026
Late Proposal will not be accepted.

**** We are not accepting physical proposal. Please submit it via OpenGov**

III. OFFICE OF BUSINESS DIVERSITY: Landon Melina

- A. There is goal established for this Contract. SBE contract goal 6%.

IV. Scope of Work REVIEW: William Jochum

- A. General Overview of the requirement
- B. Scope of Work

...INFORMATION REGARDING QUESTIONS REGARDING THIS SECTION

Place your questions in the OpenGov in the Question & Answer Tab. We will issue either an addendum with the answer to the questions or answer the questions in Question & Answer tab via OpenGov.

V. CLOSING REMARKS: Angeline Prasad

- A. Reminder of RFP events:
Deadline to submit RFP Comments: Tuesday, July 21, 2026 by 5:00 PM PST
- B. Proposal Submission Deadline: Thursday, July 30, 2026 by 2:00 PM PST
- C. Discussions/oral presentations: Thursday, August 13, 2026
- D. Best and Final Offers: Estimated Thursday, August 14, 2026 - Thursday, August 20, 2026 at 2:00 PM PST