



Pre-Proposal Meeting  
Request for Proposals 2024-10963  
General Counsel Legal Services

## Agenda

DATE: Friday, June 14, 2024

TIME: 1:00 PM Pacific Time

FACILITATOR: Jordan Hayes-Horton, Sr. Procurement Manager

1. INTRODUCTION OF SPOKANE TRANSIT AUTHORITY STAFF

2. GUIDELINES

- a. Today's meeting will be recorded so that all questions and answers can be captured for issuing a written amendment.
- b. An attendance record is needed for today's meeting. Please send your name, company name, email address, and phone number to [jhorton@spokanetransit.com](mailto:jhorton@spokanetransit.com).
- c. An 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 along with those in attendance at today's pre-proposal meeting who provide STA with their contact information.
- d. Any questions received prior to the meeting (see Section 1.8 of the RFP & Attachment B) 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. Responses to such questions will also be documented in the first written amendment following the meeting. In the event of a conflict between the answers provided in the meeting and the written amendment, the written amendment shall prevail.
- e. Remarks, clarifications, or corrections to the RFP during the meeting shall not change the terms of the solicitation until an amendment is issued.
- f. Careful attention must be paid to all requirements of the RFP. Please read thoroughly and return all required forms, documentation, and information.
- g. Questions and comments will be accepted during the meeting. Please state your name prior to speaking.

3. SCOPE OF WORK

- a. Summary – Jordan Hayes-Horton, Sr. Procurement Manager
- b. Questions from Proposers

4. IMPORTANT NOTES & CLARIFICATIONS

- a. Verify your proposal reflects the latest addenda to avoid disqualification.
- b. At the time of Proposal submittal, as a minimum requirement for a Proposal to be deemed responsive, Proposers shall be properly and completely registered to do business within the State of Washington, including a UBI number.

5. RFP TIMELINE AND NEXT STEPS

- a. Deadline to submit questions, requests for clarifications, or approved equals is **Friday, June 21, 2024**. This includes any redline changes to the sample agreement.
- b. Proposals due by **4:00 PM, Pacific Time, Friday, July 5, 2024**.