



# Pre-Proposal Meeting

RFP 2024-10926

Business Continuity Plan Consulting Services

July 2, 2024

**\*\*This Meeting Will Be Recorded\*\***

# Guidelines and Clarifications

- Attendance Record – [janderson@spokanetransit.com](mailto:janderson@spokanetransit.com)
  - Name of Firm
  - Point of Contact w/Email and Phone
- Questions and Comments will be Accepted During the Meeting
- Amendment(s)
  - Questions received prior to and at this meeting and the responses will be included in an Amendment.
  - In the event of a conflict between the answers provided in the meeting and the amendment, the amendment shall prevail.
- Pay careful attention to all requirements of the RFP and return all required forms and documentation.

# STA Staff

- Jennifer Anderson – Procurement Coordinator
- Kade Peterson – Senior Information Services Manager
- Tammy Santana – Purchasing Manager

# Questions from Proposers

- Scope of Work Summary – Kade Peterson
- Questions – All in Attendance

# Next Steps

- Deadline to submit questions, requests for clarifications, or approved equals, including redline changes to the sample agreement:

Tuesday, July 9, 2024

- Proposals Due:

Tuesday, July 23, 2024, by 4:00 PM, Pacific Time

# Thank You

**Jennifer Anderson**

**Procurement Coordinator**

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