

PRE-PROPOSAL TEAMS MEETING
REQUEST FOR PROPOSALS (RFP) #2024-10918
CHARGE MANAGEMENT SOFTWARE SYSTEM

AGENDA

DATE: May 7, 2024

TIME: 10:00 AM Pacific Time (Meeting will be recorded)

1. DIAL-IN INSTRUCTIONS:

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 235 531 374 575

Passcode: qU5o6U

Dial-in by phone

[+1 509-824-1714,,594379546#](#) United States, Spokane

[Find a local number](#)

Phone conference ID: 594 379 546#

2. INTRODUCTION OF SPOKANE TRANSIT AUTHORITY (STA) STAFF – Josh Wood,
Procurement Coordinator

3. PROJECT SCOPE – Christian Bigger, Fleet Transition Manager – Maintenance

4. QUESTIONS

5. GUIDELINES

- a. Questions and comments will be accepted during the meeting. In addition, proposers may submit questions prior to the pre-proposal meeting and will be answered at the meeting if time allows.
- b. Remarks, clarifications, or corrections to the RFP during the meeting shall not change the terms of the solicitation.
- c. A written amendment will be issued following the meeting stating any clarifications, corrections, or additions to the solicitation along with all questions and answers. All prospective Proposers who received the original RFP will receive the amendment as well as to those attending the Pre-Proposal meeting if contact information is provided.
- d. Careful attention must be paid to all requirements of the RFP. Please read thoroughly and return all required forms, documentation, and information.

6. IMPORTANT NOTES AND CLARIFICATIONS

- a. Make sure your proposal reflects the latest addenda by completing the Proposal Response Form to avoid disqualification.
- b. This procurement is partially funded by the United States Department of Transportation, Federal Transit Administration (FTA). Proposers will be required to comply with all applicable FTA, Federal, State, and local laws, rules, regulations and grant requirements.

7. RFP TIMELINE AND NEXT STEPS

- a. Deadline to submit additional questions, requests for clarifications, changes or redlines to the sample agreement is **May 15, 2024, 4:00 PM Pacific Time**.
- b. Proposals are due by **12:00 PM Pacific Time, May 28, 2024**, to the drop box link listed in the RFP document.