



Pre-Proposal Meeting  
Request for Proposals 2025-11081  
ADA Paratransit Eligibility Medical Consulting Services

## Agenda

DATE: Tuesday, June 24, 2025

TIME: 11:00 AM Pacific Time

FACILITATOR: Haley Wilson, Procurement Coordinator

1. INTRODUCTION OF SPOKANE TRANSIT AUTHORITY STAFF

2. GUIDELINES

- a. Today's meeting will be recorded. All questions and answers will be captured for issuing and a written amendment will be issued.
- b. An attendance record for today's meeting is requested. Please send your name, company name, email address, and phone number to [hwilson@spokanetransit.com](mailto:hwilson@spokanetransit.com) or put the info in the chat.
- c. If an amendment is issued 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 and Attachment B) may 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.

3. SCOPE OF WORK

- a. Summary – Janet Stowe
- b. Questions from Proposers

4. IMPORTANT NOTES & CLARIFICATIONS

- a. Verify your proposal reflects the latest addenda to avoid disqualification.

5. At the time of Proposal submittal, as a minimum requirement for a Proposal to be deemed responsive, proposers must meet the criteria described in Section 1.7.

6. RFP TIMELINE AND NEXT STEPS

- a. Deadline to submit questions, requests for clarifications, or approved equals is **4:00 PM Pacific Time, July 1, 2025**. This includes any redline changes to the sample agreement.
- b. Proposals are due by **4:00 PM, Pacific Time, July 16, 2025**.