



**PRE-PROPOSAL CONFERENCE CALL-IN AGENDA
RFP S20156 – Temporary Personnel Services
November 3, 2020 at 11:00 a.m. to 12:00 p.m. Pacific Time**

Location: MS Team Meeting
[Join Microsoft Teams Meeting](#)
[+1 408-889-1601](#) United States, San Jose (Toll)
Conference ID: 726 325 650#

I. WELCOME/INSTRUCTIONS

Lida Delos Santos, Contracts Administrator

- Designated Point of Contact Page 5
- RFP Questions Due – Wednesday, November 5, 2020 Page 5
- Proposal Submittal Due – December 1, 2020 Page 5
- Interviews – Start Date: December 16, 2020 Page 5
- Proposer’s Minimum Qualification Page 8
- Proposal Evaluation Criteria Page 9-10
- Proposal Format and Content Page 10-11
- Administrative Submittals (Forms 1-8) Page 17 -24
- Exceptions to the Contract (Form 3) Page 54
 - All exceptions to the Contract terms and conditions must be stated on Form 3 and submitted with the Proposal.
 - Only those exceptions submitted on Form 3 as part of the Proposal shall be considered during negotiations.

II. Diversity Program Page 12
Jennifer Mena, Management Analyst

III. Project Overview/Scope of Work Page 14 -15
Belle Pannu, HR Senior Analyst Recruitment & Selection – Project Manager

IV. Questions and Answers
All questions asked at the Pre-Proposal Conference are informal. Please submit questions you feel are important in writing and email to lida.delossantos@vta.org by 4:00 p.m. November 5, 2020.