

SRTA 25-002 Marketing and Communications

Pre-Bid Meeting Agenda

May 9, 2024, 2:00 PM

TEAMS Meeting ID: **220 834 673 660**

Passcode: **eWwf6X**

1. Introductions (by Procurement)

a. Procurement Team:

- i. Staci Winston – Director of Procurements and Contracts
- ii. Kathleen Lane – Procurement Manager
- iii. Lisa Randle – Sr. Procurement Specialist: Issuing Officer
- iv. Shinera Parker – Procurement Specialist

b. Project Team:

- i. Ericka Bayonne – Chief Communications Officer
- ii. Mary Dowling – Technical Lead
- iii. Starr Pettis – Project Manager
- iv. Dionne Kirksey – Director of Interoperability Services

2. General Information (by Procurement)

a. Bidders please add your name, title and company name to the Chat

b. Today's pre-bid meeting agenda will be available online after the meeting

c. Meeting Rules:

- i. It is imperative that you respect the process of this procurement. Please do not speak with staff members during or outside of this meeting regarding this proposal.
- ii. Verbal responses to questions provided in this meeting are not binding until they have been answered in writing. Please field today's questions and any future questions to Lisa Randle via email at Procurement@srta.ga.gov utilizing Attachment A: Question and Answer Template no later than May 16, 2024.

3. Project Overview/Background & Scope and Objective (by Office of External Affairs)

a. Marketings Direction

b. Basic Scope Overview

4. Projects Schedule (by Office of External Affairs)

a. Anticipated contract start date

5. **DBE Goal and Requirements** (by Compliance)
 - a. SRTA's overall agency goal for participation by DBE's in its federally funded contracts awarded between October 1, 2023 and September 30, 2026, is 10.31%

6. **Q & A** (by Procurement & Office of External Affairs)
 - a. Reminder: Verbal responses to questions provided in this meeting are not binding until they have been answered in writing. Please field today's questions and any future questions to Lisa Randle via email at Procurement@srta.ga.gov utilizing Attachment A: Questions and Answer Template no later than May 16, 2024.

7. **Procurement Schedule** – when/how bids are to be submitted, when/how responses to questions will be provided (by Procurement)

Schedule of Events

Release RFP	May 3, 2024
Pre-Bid Meeting (virtual)	May 9, 2024, 2:00 PM EST
Deadline for Proposer Written Questions	May 16, 2024, 2:00 PM EST
Responses to Written Questions	May 21, 2024
PROPOSAL SUBMISSION DEADLINE	May 29, 2024, 2:00 PM EST
Evaluations	June 4 – June 14, 2024
Notice of Contract Award (target	June 21, 2024

8. Submitting Bids:

- a. Each Proposer shall submit/upload their proposal online only using the DropBox link listed in the Solicitation. If you have a problem submitting your documents, please contact the Issuing Officer before the Proposal Submission Deadline 5/29/2024 2:00 PM EST.
- b. The proposal shall consist of all Offer Documents and Supporting Documentation requested in the RFP.
- c. The Price Proposal shall be submitted as a separate Excel (.xlsx)file.