

**SCOPE OF SERVICES  
FOR SPECIALTY SERVICES – QUESTIONS & ANSWERS No. 2**

Study of Most Effective Practices for Determining Construction Contractors' Eligibility to Bid on Construction Projects

Question 1: I would like to request documentation related to Request for Proposal (RFP): Perform a Study and Provide a Detailed Report of Methodologies Used, Processes Followed, and Subsequent Recommendations Regarding Best Practices Used in Determining the Adequacy of Contractors.

**Answer 1: Any documentation related to the proposed study can be found on the MDOT website.**

Question 2: We are concerned that the time allocated for the project does not reflect all the time needed to receive completed questionnaires back so that we have a valid sample to analyze. Is MDOT open to a proposal that reflects our estimate for this time, or to an adjustment of time to reflect the needed time?

**Answer 2: Yes.**

Question 3: With respect to the questionnaires, does MDOT have a particular distribution format in mind (USPS mailed, e-mail, web questionnaire)? Also will the questionnaire be distributed under MDOT letterhead to insure recipients understand the importance of the document?

**Answer 3: No. This topic will be discussed with the selected vendor.**

Question 4: Will address lists be provided by MDOT for the different groups being solicited, or will the consultant need to gather this information?

**Answer 4: The consultant will need to gather this information.**

Question 5: Please clarify what is intended by “statistically selected” on Page 4. Does this refer to a statistically significant sample at a certain confidence level? If yes, we would need more details to determine the sample size (# of respondents), and thus the effort required.

**Answer 5: The RFP requires a statistically representative sample so that projections can be made to the entire population. The confidence level and precision is to be determined by the respondent. Consideration should be given to the level of effort and cost involved to achieve the selected confidence level and precision.**

Question 6: What is the anticipated budget for the project?

**Answer 6: A budget has not been established at this time. The Department will review RFP responses and proposed scope of each response to determine the extent of proposed work that should be performed. Based on the agreed upon scope, a budget for the project will be established.**

Question 7: Bullet 3 on Page 5 talks about “randomly selected” interviews from the sample size above. When and how will this be determined? We require this information to determine effort required.

**Answer 7: The randomly selected sample is dependent upon the size of the samples above. The smaller the number of individuals from the original sample that respond, the larger the percentage of individuals that would be randomly selected for interviews. Since the number to be randomly selected is dependent upon the number of responses received, a determination of the number to randomly select will be made once the size of the sample that actually responds is determined.**

Question 8: Does the department want the project to focus on one or more of their major factors used to determine eligibility? (The four factors mentioned in the RFP on Page 2 are: financial resources, experience, availability of necessary equipment, and past performance).

**Answer 8: The four factors were included in the RFP to give respondents a base starting point. The project needs to include, but not focus solely on these four factors. Other factors that are identified during the project should also be considered. Consideration should be given to all factors that are identified.**

Question 9: Bullet 4 on Page 4 mentions conducting a literature review. What are the priorities for the literature review?

**Answer 9: The purpose of conducting a literature review is to gain an understanding regarding the various studies that have been conducted in regards to this topic and the types of results that were obtained. The intent is not to make this a major focus of the project, but to gain an understanding of the work that has previously been conducted in that area and for potential incorporation into the results of this study.**

Question 10: What prompted this study?

**Answer 10: The study was the result of an audit recommendation included in an audit report of the Department of Transportation Contract Services Division issued by the Office of Commission Audits.**

Question 11: Who will evaluate the proposals?

**Answer 11: A management team assembled by the Department of Transportation will evaluate the proposals.**

Question 12: What are the key issues to be resolved by this project?

**Answer 12: The purpose of the project is to determine the most efficient and cost effective way to ensure that a contractor is qualified to perform construction work on MDOT projects. This could result in making adjustments to the current process, or use an entirely different process.**