

Questions/Answers #1: January 14, 2011

All questions are presented as submitted.

1. On page 15 of the Consultant/Vendor Selection Guidelines for Research Service Contracts, it reads, "the Appendices listed as A-D must be submitted with the narrative portion..." Does this mean that the appendices should be individually inserted into the 20 page narrative so that they *immediately* follow the portion of the narrative to which they pertain? Or should *all* the appendices follow the entire 20 page narrative?

A: The instructions indicate that the appropriate appendix be inserted with the relative narrative portion of the proposal, however, MDOT will accept appendices that follow the entire 20 page narrative.

2. On page 18 of the Consultant/Vendor Selection Guidelines for Research Service Contracts, it stipulates that Past Performance is a basis for selection. How and where should Past Performance project descriptions be submitted within the proposal – in the Narrative portion as defined in Part IV or within the Appendices?

A: On page 18, under item #3. Past Performance, the following statement is made: "If the consultant/vendor has not previously worked for MDOT or has only had a few services opportunities that have been evaluated, this area should be used to provide other references for the Selection Team to contact." The text of item #3 does not indicate that "Past Performance project descriptions," as stated in the question above, be submitted, rather that references be provided.

In addition, Section 2.2 on page 18, Staff Service Experience, indicates that general description of service be included in reference to experience that is similar to the service being solicited. See below for the text of Section 2.2:

Section 2.2 Staff Service Experience

Provide resumes for each of the key staff of the prime and subconsultant/vendors. The format shown in Form 1242 may be used for reference. In addition to general resume information, the following information should be provided for service experience that is similar to the service being solicited:

- General description of the service
- Role of person in the service
- Service budget
- Year service was completed
- Name of client (agency or company)
- Role of consultant/vendors in the service (It is not required that the submitting consultant/vendors have a role)
- Name and phone number of person to contact for client
- If the service is a service related to a construction project, provide the route name, limits of construction, construction budget, general description of type of construction

The resume is limited to two pages per key staff member.

All items are to be submitted as appendices.