

Consultant Advisory

2011-1

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MDOT, CSD, Consultant
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Consultant Advisory
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Electronic Submittals of Consultant Proposals - Pilot Process

MDOT, together with ACEC and other key industry partners and stakeholders, is developing a process by which consultant project proposals can be submitted electronically to MDOT.

Consultants will prepare their proposals using the current proposal guidelines, bookmark the document as required by MDOT (this is a new step, see instructions below), and save the document as a PDF file. The PDF proposal file will be e-mailed by the consultant, no later than the due date and time designated in the RFP, to MDOT-RFP-Response, a MDOT mailbox designated specifically for the receipt of RFP responses. In the subject line of the e-mail, consultants will be **required to put in the MDOT requisition number identified on the website**. Once submitted, consultants will receive an automatic e-mail reply from MDOT indicating that the proposal was received. **It is important that you retain a copy of this e-mail as proof that the proposal was submitted on time.** MDOT, (Contract Services Division), will upload all proposals into its Contract Tracking System (CTRAK) for review by the MDOT selection team designated for that project. The current proposal requirements, scoring criteria, and required forms will not change.

There will be two opportunities for consultants and MDOT to **test** this new process:

- On Friday February 18, 2011, submit, by 12:00 noon, to the e-mail indicated above, the proposal your company most recently submitted to MDOT. In the subject line of your e-mail, indicate 'Pilot Submittal February 18, 2011'.
- On Friday March 4, 2011 submit, by 12:00 noon, to the e-mail indicated above, a large proposal of your choice, however, no larger than five megabytes. In the subject line of your e-mail, indicate 'Pilot Submittal March 4, 2011'.

For these two pilots, full length proposal document should be submitted, in the required bookmark format, so that we are able to determine more fully the effectiveness of this process. **For the pilot only**, MDOT will post the list of proposers on the Vendor/Consultant Services website, Request for Proposal, under the specific project requisition number. **The proposals, for the two pilots, shall be no larger than five megabytes.** You may have to eliminate or reduce any pictures or graphics.

At the conclusion of the two pilot submittals, MDOT will identify any issues, make any necessary changes, and determine next steps. We will solicit input from industry on their experience in this regard. It is anticipated that we will convert to a fully electronic submittal process in 2011. At the initial stages, we will allow the submittal of paper copies **in conjunction with** the PDF submittals, prior to fully converting to an electronic submittal. The PDF file, however, will be considered the official submittal.

Questions and Answers

Q1: Is the file size of the electronic submittals a concern?

A1: **Yes, it is important, for the pilot, that the file size remain under five megabytes. MDOT will determine the length of time needed to upload this information, and the required file size may be changed.**

Q1: What if I don't submit the file in the required format or within the size limitations?

A2: **After a certain length of time with the new process, MDOT may consider the proposal unresponsive if it does not meet the specifications.**

Q3: What if the proposal is not received by MDOT?

A3: **You must maintain a copy of the e-mail receipt as proof that the proposal was sent by your internet service provider. The proposal must be *received* by MDOT on or before the date and time specified for each RFP. MDOT does not have the ability to provide technical support for your submittals.**

Electronic RFP Submittal PDF Bookmarks Overview

Proposals and all supporting forms will be submitted to the MDOT-RFP-Response mailbox via email. All information may be set in the appropriate book marked destinations by following the below instructions:

- Open Electronic RFP Submittal PDF Bookmarks document on MDOT's website
- If the book marks do not appear at the left hand of the screen; click View - Navigation panels - reset panels
- Click Document – Insert pages – add the file(s)
- Click on the Pages thumbnail in the left hand navigation bar
- Select page(s)
- Go back to navigation tab and click the book mark image on the left
- Select the area in which highlighted pages are to be set
- Right click the selected bookmark area and click- Set Destination
- Once all destinations have been set, save file as MDOT_RFP_Response_REQXXX_company ABC

Electronic RFP Bookmark Format – The proposal document must be in the order identified below, if applicable/required for the specific RFP. All applicable/required sections, must be bookmarked. If not required, a bookmark is not needed.

- I. Request for Proposal Cover Sheet , Form 5100D
- II. Certification of Availability of Key Personnel, Form 5100G
- III. Conflict of Interest Sheet, Form 5100I
- IV. Understanding of Service
 - A. Innovations
 - B. Safety Program
- V. Qualifications of Team
 - A. Structure of Project Team
 - B. Staff Service Experience
 - C. Organizational Chart
- VI. Past Performance (references)
- VII. Quality Assurance/Quality Control Plan
- VIII. Location
- IX. Resumes
 - A. Key Staff
 - B. Supporting Staff

