

APPENDIX T

PRE-PROPOSAL CONFERENCE GUIDE

**RFP # 3517R07 – National Summer Transportation Institute Program
Addendum 4 – Appendix T– Pre-Proposal Conference Guide**

PREPROPOSAL CONFERENCE GUIDE

1. Ladies and Gentlemen, my name is Ken McDowell. I am the Issuing Officer of National Summer Transportation Institute Program RFP. I am responsible for **administrative and contractual questions, comments, and issues**. Other Commonwealth personnel present are [Commonwealth Staff Introductions]. Please be sure to sign the attendance register.
2. May I ask you now to introduce yourselves giving your name, title and the firm you represent? ----Thank you.
3. To facilitate the questions and answers portion of the conference, question forms were provided on the table where the sign in sheet is located. Please use this form to write out your questions. All questions asked today must be submitted in writing, we will collect the forms at the end of the meeting today. We will collect the forms at the end of the conference today. Answers to any questions submitted today will be posted to the DGS website as an addendum to the RFP. No answer is official until it is confirmed in writing. Thank you.
4. The purpose of this Pre-proposal conference is:
 - a. To furnish you some of the background leading to the issuance of this request for proposals;
 - b. To emphasize those requirements of the RFP we consider especially important;
 - c. To obtain your questions in writing on the questions form concerning the RFP.
5. **Background.** Katherine Peters, the Director of PennDOT's Bureau of Equal Opportunity will now provide a short, technical overview of the project and review the requirements of the Federal Disadvantaged Business Enterprise (DBE) diversity program.
6. **Critical Points in the RFP.** To minimize delays in proposal evaluation and to avoid rejection of your proposal, read the RFP carefully and submit a complete proposal. Our evaluation will be based almost entirely on what is submitted by you. Follow as completely as possible the proposal format given in Part II of the RFP; this will aid us in making our evaluation.
 - a. Proposals must be timely received from and properly signed by the Offeror.

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- b. The proposal shall consist of **TWO (2)** separately sealed submittals:
 - i. Technical Submittal;
 - ii. Cost Submittal;
 - c. If you specify that the proposal is not firm for the time period specified in Section I-12 of the RFP, which is 180 days, your proposal may be rejected.
 - d. If there are any assumptions included in the cost submittal, your proposal may be rejected.
 - e. If you state that the proposal is contingent on negotiation of offeror terms and conditions, your proposal may be rejected.
7. **Questions.** The Department received [3] questions concerning the RFP. I will now answer those questions that have been submitted to us, in writing, after which I will collect any additional questions you may have today.

As a reminder, all questions submitted in writing today, and will be officially answered in writing and posted to the DGS website as an addendum to, and shall become part of, the RFP. Each Offeror is responsible for monitoring the DGS website for new or revised RFP information.

8. **Closing Statements.** We would like to thank you for your time and interest in this RFP for PennDOT's National Summer Transportation Institute Program. Please continue to monitor the DGS eMarketplace website for additional information for this procurement.

Thank you and have a nice day.