

Appendix G – Pre-Proposal Conference Guide

PREPROPOSAL CONFERENCE GUIDE

Ladies and Gentlemen, my name is **Bill Gipe**. I am the **Issuing Officer of RFP Trust 006 – Pennsylvania Tourism Signing Trust Business Manager Service**. I am responsible for administrative and contractual questions, comments, and issues for this RFP. Other Commonwealth personnel present are **Mark Alexander, Civil Engineer Manager; Ken Reuther, Senior Civil Engineer; Justin Smith, Civil Engineer Manager with the Bureau of Maintenance and Operations Highway Safety and Traffic Operations Division. Also present is Gayle Nupnau from the Bureau of Diversity, Inclusion and Small Business Opportunities in the Department of General Services.**

If you have not already done so, please be sure to sign the attendance register.

1. May I ask you now to introduce yourselves giving your name, title and the firm you represent?
2. 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. When we reach the questions and answers portion, we will collect the forms and read each question without identifying the firm involved.
3. This Pre-proposal conference has **four** purposes:
 1. To furnish you some of the background leading to the issuance of this request for proposals;
 2. To emphasize those requirements of the RFP we consider especially important;
 3. To point out some areas Offerors have had problems with in the past; and
 4. To attempt to provide answers to your questions written on the questions form concerning the RFP.
4. **Background.** Mark Alexander will now provide a short, technical overview of the project:

The Pennsylvania Tourism Signing Trust (PTST) was created to administer PennDOT's Logo Signing Program and Tourist Oriented Directional Signing Program. These programs are a public service to travelers on Pennsylvania

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highways. The PTST's responsibilities include administration, contracting, engineering, construction, maintenance, repairs and overall daily operation of the programs. The PTST is funded through fees collected from the participants in the programs. A Trust Administrator engage by PTST will manage these program on a day-to-day basis.

The Board of the Pennsylvania Tourism Signing Trust is seeking the services of a Business Manager to provide independent oversight of its financial activities. The Business Manager will be an entity other than PennDOT, the Trust investment advisor, the Trust auditor, the Trust Administrator and any parties with a direct interest in the Trust or its activities.

This Request for Proposals is to provide a Business Manager to the Pennsylvania Tourism Signing Trust. Specifically, the successful offeror will:

- Report directly to the Board.
- Gain in-depth knowledge of all the contracts the Trust has entered into.
- In-depth understanding of the goals and objectives of the Trust.
- Attend all board meetings held six times per year in the Harrisburg area (3-4 hours each).
- Have very good written and oral communication skills and be prepared to make presentations to the Board.
- Review the annual budgets and provide input to the Trust Administrator on maintaining a rolling 12-month budget.

The tasks which the Board has identified include:

- Monthly review of
 - Closing checklist including such things as reconciliation of accounts and investment statements.
 - Insure investment statements are in compliance with the Board's investment policy.
 - Review monthly invoices.
 - Prepare monthly analysis of expenses, deferred revenue, investment income, and depreciation.
 - Review a statistically valid sample of Administrator journal entries.
- Attend Bimonthly Board meetings.
 - Provide analysis of PTST's income and balance sheets.
 - Report any discrepancies or issues uncovered.
 - Make suggestions on ways to improve operational efficiencies.
- Annual Review – conduct an analytical review comparing year to year information as well as actual to budget information.

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- Review sign repairs necessitated through accident damage to insure efforts have been made to recover costs from motorists' insurance carriers.

In addition, there may be special projects related to the Trust's business operations. Examples could include exploration of investment opportunities or an analysis of sign construction costs.

5. **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 comparative evaluation.
6. **Small Business Information.** Gayle Nuppnau will now provide information pertaining to the Small Business requirements defined in the RFP.
7. **Problem Areas in the RFP.**
 - a. No answer is official until it is confirmed in writing.
 - b. Proposals must be timely received from, and properly signed by, the Offeror.
 - c. The proposal shall consist of **three (3)** separately sealed submittals:
 - i. Technical Submittal;
 - ii. Cost Submittal;
 - iii. Small Diverse Business Participation Submittal.
 - d. If you specify that the proposal is not firm for the time period specified in Section I-12 of the RFP, which is 120 days, your proposal may be rejected.
 - e. If there are any assumptions included in the cost submittal, your proposal may be rejected.
 - f. If you state that the proposal is contingent on negotiation of Offeror terms and conditions, your proposal may be rejected.

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8. **Questions.** All questions asked today will be officially answered in writing and will be posted to the DGS website as an addendum to, and shall become part of, the RFP. Any answer given today must be considered unofficial until it is confirmed in writing.

The Department has not received any questions in writing. If we had the formal responses would be posted in accordance with the RFP Calendar of Events, which shows a posting date of Tuesday, October 27, 2015. Official answers will be posted in writing to the DGS eMarketplace website as an addendum to, and shall become part of, the RFP.

I will now attempt to answer any further questions that you may have. I will not attempt to answer any question that is not reduced to writing on the question form. However, if the answer to one question generates another question orally, I ask that the additional oral questions be written on the questions form and provided to me to ensure that the oral questions may be confirmed in writing. As previously stated, all questions asked today will be officially answered in writing and will be 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.

Is there anyone who would like to take a short 5 minute break to allow time for preparation of written questions?

[5 minute break, if necessary]

I will now read each question without identifying the firm involved and, if I can, answer it now. However, any answer given today must be considered unofficial until it is confirmed in writing. Again, all questions and written answers will be posted to the DGS website as an addendum to, and shall become part of, the RFP. And it is each Offeror's responsibility to monitor the DGS website for new or revised RFP information.

Closing Statements. We would like to thank you for your time and interest in this RFP for **Pennsylvania Tourism Signing Trust Business Manager Service**. Please continue to monitor the DGS eMarketplace website for additional information for this procurement.

Thank you and have a nice day.