

**PREPROPOSAL CONFERENCE GUIDE**

1. Ladies and Gentlemen, my name is **Bill Gipe, Division Chief, Bureau of Office Services - Materials and Services Management Division**. I am the Manager of the Issuing Officer, **Holly Zeiders of RFP# 3516R01 – Co-Location of Photo License Center**. She is responsible for **administrative and contractual questions, comments, and issues**. Other Commonwealth personnel present are **Viola Pressley, Management Analyst Supervisor, Bureau of Office Services** and **Karen Mackrides, Management Analyst 2, Bureau of Office Services**. 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. When we reach the questions and answers portion, we will collect the forms and read each question without identifying the firm involved. Thank you.
4. This Pre-proposal conference has **four (4)** purposes:
  - 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 point out some areas Offerors have had problems with in the past; and
  - d. To attempt to provide answers to your questions written on the questions form concerning the RFP.
5. **Background. Bill Gipe** will now provide a short, technical overview of the project.

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PennDOT has decided to re-locate one (1) Photo License Center (PLC) and add one (1) new PLC's with Qualified Businesses. PennDOT customers will come to the co-location to have their picture taken and receive their photo driver's license. No applications will be processed or tests administered at this co-location.

The selected Offeror will provide and be financially responsible for facility space, maintenance, utilities, furnishings, and security to house the PennDOT Photo License within the Offeror business. Locating a Photo License Center within a

## **RFP 3516R01 Co-Location**

### **Addendum 2 – Appendix L – Pre-Proposal Conference Guide**

private business can provide a convenience to the customers while the business can benefit from the customer traffic generated. No fees may be charged for photo license services.

All photo license operations will be provided either by PennDOT or by a contracted photo license service provider. The existing Photo License Centers are currently operated by UniqueSource Products & Services (formerly the Pennsylvania Industries for the Blind and Handicapped). UniqueSource has provided services for the Photo License Program since 1984 and UniqueSource employees will staff the co-located Photo License Center resulting from this RFP.

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 comparative evaluation.
7. **Problem Areas in the RFP.** [Point out at least the following:]
  - 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 **one (1)** sealed submittal:
    - i. Technical 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 180 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.
8. **Questions.** Department received no questions in writing by the due date as established within the Calendar of Events of the RFP.

I will now attempt to answer any further questions you may have. I will not attempt to answer any question 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. All questions

## **RFP 3516R01 Co-Location**

### **Addendum 2 – Appendix L – Pre-Proposal Conference Guide**

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 you to prepare your written questions?

- If yes, take 5 minutes to prepare your questions on the question form.
- If no, we will now collect the questions forms.

I will 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.

9. **Closing Statements.** We would like to thank you for your time and interest in this RFP for PennDOT's **Co-Location of PLC**. Please continue to monitor the DGS eMarketplace website for additional information for this procurement.

Thank you and have a nice day.