

Implementing Maintenance Innovations form State to State TRyy1131

1. Which DOT's will participate in this pooled-fund project?

The states DOT's of California, Georgia, Iowa, Mississippi, Ohio, Pennsylvania, with the state of Missouri as the lead state.

2. Who are the decision makers that will evaluate proposals?

Each state currently participating in the pooled fund will have a representative on the selection team.

o Can we talk to them?

If the selection team determines that they would like to conduct interviews then the short listed proposal teams will be contacted for interviews to present their proposals. So only if your team is short-listed, would you be able to discuss your proposal with the selection team. This is an open proposal process that is transparent and consistent with all proposals. The question/answer period is the time to ask those questions.

3. What are the key issues to be resolved in this project?

Please refer Section 2 Part B (Specific Requirements) starting on page 6 of the RFP, the overall expectations are noted. However in general the key tasks are the following:

- a. Pooled Fund Administrator to support the efforts of the Pooled Fund membership,
- b. Primary contact for communication for members,
- c. Schedule, coordinate and facilitate member meetings,
- d. Prepare agendas and minutes to member meetings,
- e. Develop and maintain pooled fund website,
- f. Provide outreach marketing materials for innovations,
- g. Prepare Quarterly Progress Reports,
- h. Reimburse members for expenses to attend meetings, and
- i. Other activities as requested.

4. At the end of the project, what factors would indicate whether or not the project was a success?

The number of best practices and maintenance innovations that are shared through the pooled fund are be put in place by DOTs and found to save time and money for their states.

o What are the main obstacles to achieving success?

Finding the right marketing, training and communications to share these innovations that are overall effective within each of the states

5. What does (the prospective client) see as the most important qualifications for the winning proposer to possess?

The evaluation criteria and process are outlined in the RFP and will be used to determine the successful proposal. The selection team will review the knowledge and backgrounds of the proposal team in relevant areas outlined in the RFP. The proposal team will have

to demonstrate the ability to develop marketing and communications strategies necessary to make this project successful.

6. How many face-to-face and phone/webinar meetings will need to be coordinated and attended by the contractor? On page 7, #5 of the RFP it indicates 4-5 teleconferences and 2 face-to-face meetings. But the project description on the TPF website (<http://www.pooledfund.org/projectdetails.asp?id=468&status=4>) refers to 1 annual workshop and 1 web-based meeting.

The RFP states the requirements of the project, there will be 2 face-to-face meetings with 4-5 teleconferences or webinars each year. These will be the requirements of the project.

7. Do the meeting expenses for the face-to-face meetings (travel for pooled fund members, meals, facilities, handouts, etc.) come out of the funding available for this RFP's contract or out of other funding within the pooled fund or MoDOT? What about the travel costs for the contractor to attend the face-to-face meetings?

All expenses incurred by the selected contractor including the contractor's travel, office space materials, administration etc. are the responsibility of the contractor.

The meeting expenses for the pooled fund members including travel, meals and facility arrangements will be set up as separate line item in the contracted budget to be used for these expenses.

8. Does MoDOT have webinar and phone conferencing services that will be available for use by the pooled fund committee, or should the contractor propose to provide these when arranging meetings and planning expenses?

Yes, MoDOT has webinar and phone conferencing services available. The contractor is welcome to propose additional options to provide this service.

9. Several of the tasks outlined on page 7 of the RFP require close coordination with MoDOT staff to successfully complete the tasks and adhere to internal MoDOT processes. These include:

- **Coordinate the development, advertising and review of RFPs and proposals for individual projects.**
- **Facilitate evaluation of proposals and issuance of investigator contracts.**
- **Receive and coordinate review, approval and payment of reimbursement requests from investigators and Technical Advisory Committee members.**

Will someone within MoDOT be available to provide necessary contracting, reimbursement and other templates and procedural guidelines and to help shepherd internal documents (such as contracts and invoices) within the agency in cases where a contractor would not have access or authority?

The successful team will be required to complete additional documentation and enter into a contract such as a "Standard Research Agreement" or "Task Order." Applicants should be aware of these additional needs so contracting can proceed in a timely manner.

Standard contracts, forms, attachment templates and additional information are available from the Organizational Results (OR) Contract Administrator or the web site: www.modot.org/services/OR/orTemplates.htm.

Upon selection, the OR Contractor Administrator and a representative from our Maintenance Division will work with the successful contractor on the work plan and other contract details. The work plan will be where the reimbursement and other procedural guidelines, including invoices will be outlined.