



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

Kirk T. Steudle
DIRECTOR

September 1, 2006

VENDOR ANNOUNCEMENT
Changes Go Into Effect September 1, 2006

The following changes will be effective on **September 1, 2006**, so anything advertised after that date will follow the new procedures. Please note that the Consultant/Vendor Selection Guidelines and the Selection Team Guidelines have been updated to include the following modifications:

- The debriefing process, which was published on February 2, 2006, was included in both sets of Guidelines.
- For selections greater than \$1 million, a member of the CSRT will serve on the Selection Team. The Selection Specialist will notify CSRT at time of posting and the CSRT member assigned will contact the Project Manager to coordinate proposal evaluation meetings.
- The capacity section was clarified to indicate that Form 5100G must be **completed and signed** by the prime vendor/consultant. Subvendors are not required to submit anything.
- The conflict of interest section was clarified to indicate that the prime vendor is responsible for submitting a statement attesting to the fact that neither they nor any subvendors have a conflict of interest. Statements from individual subvendors are not required. This statement can be incorporated into the body of the proposal. No separate page is necessary.
- Location section was updated to include the new scoring criteria. Location is now mandatory for all tiers. Location will be a consideration for all solicitations and it will include a consideration of what percentage of the contracted work will be performed in Michigan. The Selection Team will be scoring the percentage of work performed in Michigan on all contracts unless the contract is for on-site inspection. If the contract is for on-site inspection, then the Selection Team will score the distance from the site to the location of the office(s) of key staff.

The following forms were also modified and we had one form added to the 5100 series of forms:

- **Form 5100B - Checklist to Designate Areas of Evaluation for RFP.** Location criteria changed to **mandatory** for all tiers. The explanation was changed to reflect the above changes.
- **Form 5100C - Score Sheet.** Past performance was expanded to include the listing of the total average score for each primary prequalification classification as well as the total overall average score for each vendor. Location was changed to be mandatory for all tiers and the explanation was changed to reflect the new scoring criteria.
- **Form 5100D - Request for Proposal Cover Sheet.** A signature box was added to the form. The form **must** be signed by the vendor by someone with contracting authority.
- **Form 5100G - Certification of Availability of Key Personnel.** The language was added to the signature box that the form **must** be signed by the vendor by someone with contracting authority.
- **Form 5100H - Request for Proposal.** This is a new form that the MDOT project managers will use when submitting their new projects to the Selection Specialist.