This forum is intended to focus on contract activities inclusive of routine maintenance projects. For example - pavement repair, roadway striping, and mowing and maintenance of roadside vegetation.
# Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 – 1:30 pm</td>
<td>Networking</td>
</tr>
<tr>
<td>1:30 – 3:00 pm</td>
<td><strong>DBE Forum Program</strong></td>
</tr>
<tr>
<td><strong>Welcome, Introductions, Purpose</strong></td>
<td>Mike Dover, Deputy Commissioner</td>
</tr>
<tr>
<td><strong>HB 170, What This Means for Georgia DOT</strong></td>
<td>Russell McMurry, Commissioner</td>
</tr>
<tr>
<td><strong>Georgia DOT DBE Considerations</strong></td>
<td>Betty Mason, Deputy EEO Administrator</td>
</tr>
<tr>
<td><strong>Statewide Proposed Work Types &amp; Categories</strong></td>
<td>Dale Brantley, State Maintenance Engineer</td>
</tr>
<tr>
<td><strong>Bidding and Advertisement Process</strong></td>
<td>Treasury Young, Procurement Administrator</td>
</tr>
<tr>
<td>Questions</td>
<td></td>
</tr>
</tbody>
</table>
Transportation Funding Act 2015 – State Transportation Board Resolution

Whereas...the STB wishes to address and make policies which may be needed in order to ensure consistency and inclusion in the delivery and management of the projects that will ultimately be funded by the additional revenue created by the Transportation Funding Act of 2015; and

It is the Board’s desire to encourage and promote the participation of groups such as small businesses, DBE’s (including minority and woman owned businesses), and veteran owned businesses, in projects funded with revenues generated by the Transportation Funding Act of 2015.
Transportation Funding Act 2015 – State Transportation Board Resolution

- The Board’s desire that selection of contractors and consultants for projects is done in a non-discriminatory manner and the Department takes measures to prevent discrimination in the delivery and management of projects.

- Board resolves to ensure that the Department and each recipient of funds generated by TFA 2015, reaffirms its commitment to Title VI of the 1964 Civil Rights Act of nondiscrimination in the delivery and management of projects.
Office of Equal Opportunity

Kimberly A. King
Director
Disadvantage Business Enterprise Program

What you should know

FY 15 GDOT Fund Sources

- State Motor Fuel, $1B
- General Funds, $15M
- Federal Funds, $1.2B
Disparity Study

- Review of State funded projects for participation,
- Review will determine DBE availability,
- Will provide requisite foundational analysis for an attached goal.
Typical Federal Project

Analysis

- Identification of Work Items
- Identification of Subcontracting Opportunities
- Identifying the Subcontract Market - DBE and NON-DBE firms in the associated Work Areas
- Establish DBE Goal based on DBE Availability in the Subcontract Market
Project Construction

DBE Availability Example
State Funded Projects
(No federal dollars)

Race neutral activity- No Project DBE Goal

- Interchange Improvements at US 19/SR 400 in Fulton County, was awarded in January 2013 - achieved 10% DBE participation. (Complete 9/2015)
- Identify project types, identify specific projects, identify DBE firms in those work areas, regular communication and timely notification.
Georgia Institute of Technology

Contract with Georgia Department of Transportation in 2014

“Every dollar of highway investment expenditures generated a statewide total economic impact of $1.89 in realized return”.
Routine Maintenance
Contract Work

Dale Brantley
State Maintenance Engineer
Routine Maintenance

What is RM work?
Routine Maintenance

Historically, Georgia DOT has performed most routine maintenance activities with internal crews
Routine Maintenance

There are two categories of proposed work:

- **Statewide**
- **District**
Routine Maintenance

Proposed Work Categories

- Pavement preservation
- R/W Reclamation
- Herbicide Application
- Guardrail Repair
- Joint Repair
- Litter Removal
- PCC Repair
- Mowing
- Roadway Markings
- Sweeping
- Fence Repair
Mowing
Pavement Preservation
Crack Sealing
Chip Seal
Strip Sealing
Pothole Repair
Edge Rut Repair

10/28/2015 Routine Maintenance
Concrete Slab Repair
Concrete Slab Repair
Vegetation Removal
Cable Barrier Repair
Guardrail Repair
Guardrail Repair
Striping and RPM
Joint Repair/Seal
Service Contracts

Interstate Mowing

Sweeping

Metro Landscape

Custodial and Landscape for Rest Areas and Welcome Centers
GDOT
Office of Procurement

How to Compete for Jobs

Treasury Young
Procurement Administrator
Georgia Procurement Manual

Bidding Requirements

- For Operational/Routine Maintenance Purchases:
  GDOT is not required to bid procurements if they are <$25,000
  Bids >$25,000 require the bidding process

- For Construction/Routine Maintenance Purchases:
  GDOT has some latitude for purchases up to $200K
  Purchases Greater than $200K must be posted to the Georgia Procurement Registry in accordance with State Law

- Procurements discussed today will be entered using Team Georgia Marketplace™ which are then posted to the Georgia Procurement Registry

- Procurement methods used are:
  - RFQ
  - RFP
  - RFI
  - RFQC

  *RFI and RFQC do not end in award*
Procurement Methods

There are various methods GDOT will use to procure goods, services and materials.

Request For Quote (RFQ)
Processed through Team Georgia Marketplace™. Award is made based on cost.

Request For Information (RFI)
Includes questions to the suppliers to obtain information for future solicitation(s) (You can not award from an RFI).

Request For Proposal (RFP)
Award is based on highest combined total for technical and cost evaluation.

Request For Qualified Contractors (RFQC)
Technical evaluation of suppliers. A two-step process:
1. Select qualified suppliers.
2. Post solicitation with qualified suppliers to award.

Procurement Methods
The Georgia Procurement Registry is the public Bid advertising system used by the state of Georgia. This system allows companies or individuals to locate and respond to publicly advertised bids and view contracts. Suppliers will register as either a **Sourcing Bidder** or **Supplier**.

**Sourcing Bidder**
- Sourcing Bidders are companies that register as never having received business from any state of Georgia Entity

**Supplier**
- Suppliers are companies that have previously received a remittance, purchase order or contract award from the state of Georgia
Georgia Procurement Registry

The Georgia Procurement Registry (GPR) can be accessed through the Department of Administrative Services website. [http://doas.ga.gov](http://doas.ga.gov)
Getting Started as a Supplier

Supplier Registration / Team Georgia Marketplace

Team Georgia Marketplace is the center for e-business matching Georgia government buyers with sellers. By registering in Team Georgia Marketplace, your contact information and the NIGP codes for which you are registered will be available to state entities. If your profile contains matching NIGP codes for a competitive solicitation, you will receive an automatic email notification.

Click here to learn more about Team Georgia Marketplace.
Getting Started as a Supplier

AREAS OF FOCUS

- Statewide Contracts
- Window Shopper
- Supplier Self-Service
- Team Works
- ESOURCE
- Georgia Procurement Registry
- TGM Resources for Suppliers
- TGM for State Agencies
- TGM Measures and Metrics
Getting Started as a Supplier

[Diagram of the Georgia Marketplace login page]

- **Register as a Sourcing Bidder**
- **Register as a Supplier**

[Diagram showing the process of adding NiGP codes and VAT information]

**Important Notice**

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

[Additional detailed information and form fields for identifying organization status and characteristics]
National Institute of Governmental Purchasing: NIGP

- Provide efficiency
- Standardizes purchasing
- Identify Products and/or services suppliers wish to sell
GDOT utilizes a standard list of NIGP codes that will ensure interested Suppliers will be invited to bid.

<table>
<thead>
<tr>
<th>NIGP CODE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>91327</td>
<td>Construction, Highway and Road</td>
</tr>
<tr>
<td>91313</td>
<td>Construction, Bridge and Drawbridge (Includes Reconstruction/Rehabilitation)</td>
</tr>
<tr>
<td>98836</td>
<td>Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimming, etc.</td>
</tr>
<tr>
<td>98875</td>
<td>Roadside Maintenance Services (Including Mowing, etc.)</td>
</tr>
</tbody>
</table>
Getting Started as a Supplier

![Login Page]

- **Register as a Sourcing Bidder**
- **Register as a Supplier**

![Vendor Information]

- **Add GIP Codes**
- **VAT Information**

*Important Notice*

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority’s appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

10/28/2015 Office of Procurement
GA Resident/Small Business

GDOT follows the state of Georgia’s Price Match that allows GA Resident, Small Business and GA Resident Small Business the opportunity to price match. If price match is available in the RFQC/ITB it will be stated in the solicitation.

GA Resident

- Any business that regularly maintains a place from which business is physically conducted in GA for at least one year prior to any bid or proposal to the state or;
- A new business that is domiciled in GA and which regularly maintains a place from which business is physically conducted in GA, however, that place shall not include a PO box, a leased private mailbox, site trailer, or temporary structure (OCGA 50-5-121, 50-5-122)

Small Business

- A business which is independently owned and operated with either fewer than 300 employees or less than $30M in gross receipts per year (OCGA 50-5-121, 50-5-122)

GA Resident Small Business

- Meets both GA Resident and Small Business requirements

These Suppliers are provided the opportunity to price match 5% up to $10,000.00
GDOT has opted to prequalify suppliers utilizing the RFQC process via Team Georgia Marketplace™. The RFQC Allows GDOT Operational Purchasing under broad authority of Title 32, to prequalify suppliers with respect to a particular service and or material.
How the RFQC works

The RFQC allows us to outline specific standards or requirements that the suppliers must meet or exceed. Only those suppliers that meet or exceed these standards or requirements are invited to participate in a second step that results in an RFQ/ITB sourcing event.

The RFQC does not require the suppliers to provide pricing information. Once you select the suppliers based on the standards and requirements outlined in the RFQC, the Issuing Officer continues with a second step by posting an RFQ/ITB event.
The evaluation of the RFQC depends on the requirements. We can evaluate the RFQC using two different methods:

**Evaluation process for a Request for Qualified Contracts (RFQC)**

- **Pass/Fail**
  Use this evaluation method if the requirements are written for Yes/No responses.

- **Technical Evaluation**
  Use this evaluation method if you have Mandatory Requirements, Mandatory Scored Requirements, and/or Additional Scored questions. Use the points assigned to each question to conduct the technical evaluation. For this process, you need an Evaluation Committee to perform the evaluation (just the same way you would for an RFP). With the exception that the score for pricing is not incorporated as part of the final score.
On the closing of the RFQC

After the evaluation is completed and the scores are validated, the award may result in multiple awards under the same contract. This method creates efficiencies for both the Department and the Contractor.
Continuous Open Procurement

- RFQC Posted
- RFQC Closes
- Suppliers Pre-qualified
- RFQC Reopened (6 Months)
After the RFQC process has been finalized and Suppliers prequalified, only those that are prequalified are permitted to participate in the ITB.
The Invitation to Bid (ITB): Documents Required

Once the RFQC has been completed, Suppliers selected, and the Kick Off meeting has been completed, the next step is the Invitation to Bid. Also known as the ITB or the Request for Quote (RFQ).
Responding to RFQC/ITB

Registered suppliers will receive electronic invitations from Team Georgia Marketplace™ based on NIGP codes they selected at registration.

The email includes a link that will take the supplier to TGM to accept the invitation.
Responding to RFQC/ITB

www.doas.ga.gov
Responding to RFQC/ITB
Responding to RFQC/ITB

10/28/2015 Office of Procurement
Responding to RFQC/ITB
Responding to RFQC/ITB
Responding to RFQC/ITB

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 3
Lines That Require a Response: 3
Your Total Line Pricing: 0.0000 USD

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid  Save for Later  Validate Entries
Getting Help

To receive further information and access to Supplier specific training access the DOAS website. [http://doas.ga.gov/state-purchasing/purchasing-education-and-training/supplier-training](http://doas.ga.gov/state-purchasing/purchasing-education-and-training/supplier-training)
Getting Help

Note that each RFQC and ITB will identify a Buyer who will serve as the primary point of contact. Their e-mail address and phone number will be provided and this individual should always be the first contact.
# Getting Help

## Contract Manager

**Vanessa Walker**  
404-631-1435  
vwalker@dot.ga.gov

## Operational Procurement Manager

**Mary Zirock**  
404-631-1218  
mzirock@dot.ga.gov
Getting Help

Department of Administrative Service

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov
QUESTIONS?

www.dot.ga.gov