Pre-negotiations and Scoping Process

**NEW CONTRACT**

**Start**

- Discuss PRF needs with GDOT DPM or PMC
- Advertise and/or site visit

**Task Order Development**

- GDOT/PMC and Consultant PM task visit
- Request draft task order and input based on PTIP
- Review scope task list, assumptions with SME = Note A
- Secure SME or Consultant
- Negotiation and Scoping Process
- Round of non-concurrence

**Concurrence**

- May be email concurrences from SMEs or Consultant
- Task list or scope
- Prism Scope and Tasklist in Project (Non Hold Scoping Meeting)
- Request SME or Consultant
- SME Internal Meetings
- Recovery of PRF Package
- SME Package Complete

**Submission**

- TSP Package
- Approve
- AOH, OH

**Notice of Cancellation of Scoping**

- GDOT OH
- DPM or PMC
- SDOT SME
- GDOT PM
- Consultant
- TSP
- OPD
- SME
- Subject Matter Expert
- PRF - Procurement Request Form

**Notes:**

1. This chart outlines the process that will be followed by the GDOT Office of Program Delivery with respect to scoping initial or future task orders with consultants contracting with the Department. The Office of Transportation Services Procurement (TSP) includes further guidance and procedures for negotiations and contractual agreements with Georgia DOT. This procedure focuses specifically on the pre-negotiation/scoping phase of procuring services.

2. This chart is intended to serve as the general process for all sub-genres of programs in OPD, and specific notes for the Government Estimator, and PMC contracts are provided to describe variations between the various programs from the Capital Program.

**Footnotes:**

a. Consultant to Prepare Fully Functional Cost Proposal with all necessary tabs, all assumptions for the work and summary page working for GDOT SME’s to input internal estimates in. Note Consultant shall not provide any hours at this time, but tabs should be hidden as needed and all strikethroughs and assumptions provided for concurrence by GDOT.

b. Regional Contracts Consultants shall be provided full scopes, with assumptions, vetted by SME’s through the DPM. PMC’s initial Task Order will start at this step.

**List of Acronyms:**

- GDOT = Georgia Department of Transportation
- PRM = Project Status Report
- PFR = Project Financial Report
- PE = Preliminary Engineering
- PXP = Procurement Execution Plan
- GDOT Office of Head
- Assistant Office Head
- GDOT Procurement (Transportation Services Procurement)
- District Program Manager
- Program Management Contract (Traffic and Bridge)
- Office of Program Delivery
- Project Manager
- Supplemental Agreement (to master contract)
- SME = Subject Matter Expert
- PRF = Procurement Request Form

**Other Notes:**

1. Consultants and PM’s should review master contract caps as well as available PE funds prior to submissions to TSP. If anticipated, SA’s and 1625’s should be discussed with the DPM’s or PMC’s during development of the Task Order/Procurement Package. Note that specific man-hours or dollar amounts shall not be discussed during the scoping phase.

2. Limit discussion to scope and level of effort only during scoping. No discussions of rates, hours, or ODC’s shall be discussed outside of TSP and the negotiator.

3. Durations provided are not linear and some overlap is anticipated. Days provide a maximum anticipated duration for activities to occur by any respected party.

4. The PM will notify the Regional Contract Manager and provide relevant project information once it has been determined that a project will use the Regional Contract.

**Breadth Notes Task Order**

- Identify the need for all broad scope, and expedites procurement, with the project being a Request draft task order and the task order funding cap amount. Identify all the above information (PRF) to the appropriate SME (Office for review, concurrences, and/or comment) (Note: internal SMEs are not required)
- A broad draft of relevant information (PRF and DPM) to the Director for approval to edit /bid rates contract (SDOT, SME). The Director will need to sign off on the final agreement
- SME’s may include the PM, the Director, and the SME’s notes to input internal estimates in. Note Consultant shall not provide any hours at this time, but tabs should be hidden as needed and all strikethroughs and assumptions provided for concurrence by GDOT.

**Breadth Notes Task Order**

- Consultant to Prepare Fully Functional Cost Proposal with all necessary tabs, all assumptions for the work and summary page working for GDOT SME’s to input internal estimates in. Note Consultant shall not provide any hours at this time, but tabs should be hidden as needed and all strikethroughs and assumptions provided for concurrence by GDOT.

- Regional Contracts Consultants shall be provided full scopes, with assumptions, vetted by SME’s through the DPM. PMC’s initial Task Order will start at this step.

**Color Coding**

- Responsible Office
- OPD OH
- DPM or PMC
- SDOT SME
- GDOT PM
- Consultant
- TSP
- SME
- Subject Matter Expert
- PRF - Procurement Request Form

**April 21, 2021**