

# DEPARTMENT OF TRANSPORTATION

## STATE OF GEORGIA

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### INTERDEPARTMENT CORRESPONDENCE

**FILE**  **OFFICE** Construction Division  
**FROM** Jeff Baker P.E, Director of Construction **DATE** December 2, 2013  
**TO** Division Directors  
**SUBJECT** *Communication Protocol during the Project Advertisement Period*

It has come to my attention that discussions of advertised projects are occurring outside of the Office of Construction Bidding Administration (OCBA) during the Advertisement Period for our Lettings. Being mindful that we have expanded our workforce to include employees in advanced positions who have not been exposed to the wisdom of our predecessors regarding this activity, I must request that the following be regarded with unfaltering respect to place the Department and its Letting process beyond reproach.

The Advertisement Period allows for, among other items, requests for clarification to be submitted to the OCBA (i.e. Ms. Monica Flournoy). OCBA alone has the responsibility to assess the request and determine if: 1) a response can be provided individually to the requestor; 2) an amendment must be issued in order for all bidders to be aware of the matter; or 3) for the Department to be silent toward any given request. The organizational connection is obvious, however this is much more than a matter of who to send questions to...we must guard against employees inadvertently creating an unfair bidding advantage for a prospective bidder, subcontractor or supplier, etc. as a result of answering "a simple question" or clarifying "a minor note" about the proposal, plans or details to the exclusion of the balance of the bidding field.

The integrity of the Letting process requires a vigilant and controlled management of information. The safeguard and protocol in place has been and remains the utilization of the OCBA as a clearinghouse to perform the analysis of, and provide the information exchange to, prospective bidders as mentioned above. Accordingly, **ALL** requests for information, etc. about advertised projects shall be routed to the OCBA.

I am asking that this memorandum be distributed amongst your staff and continue to be disseminated throughout the Department such that a common understanding exists and we abide by the above protocol.

Please contact me if there are any questions and thanks for your help with this matter.

cc: Todd Long, P.E., Deputy Commissioner  
Russell McMurry, P.E. Chief Engineer  
Angela Jones, General Counsel