



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 East Broad Street
RICHMOND, VIRGINIA 23219


Stephen C. Brich, P.E.
Commissioner

TO: The Consultant Community

FROM: Dee Audet
Director, Professional Services Procurement Office
Virginia Department of Transportation

DATE: March 28, 2023

SUBJECT: Modification of the Manual for the Procurement & Management of Professional Services
Introduction of a Pilot Program for Business Process Improvements for Professional Services Procurement


Under the delegated
authority of D. Audet

In response to an increasing demand for expedited program delivery needs, VDOT is modifying the Manual for the Procurement & Management of Professional Services in relation to task orders and staff roster changes.

Any reference to approval required for task orders exceeding 1 million dollars is hereby removed. The maximum value of a task order / Letter of Agreement will conform to the threshold of \$2.5 million as authorized in 2.2-4303.1 of the Code of Virginia.

In addition, Chapter 7. Contract Administration, Section 7.2 Consultant Staff Roster Changes is hereby revised as follows:

7.2. Consultant Staff Roster Changes

The consultants are expected to provide adequate staffing levels for each labor classification identified in the MOA to perform the anticipated workload throughout the life of the contract. At the time of contract award, the roster created for each contract will be a full list of personnel approved to work on the contract.

If the contract was awarded utilizing Classes and Working Titles, then Classes and Working Titles will continue to be used for any additions. If the appropriate Class does not exist on the contract for the firm requesting the addition, it will be necessary to complete a supplement agreement and pre-award roster. Contact PSPO for additional guidance.

Changes to Key Personnel are subject to requirements as stated in the contract and require the submission of a resume.

Firms will also notify VDOT of any removals of staff from the contract along with the reason for the removal. Notifications will need to be provided as soon as possible, and no later than the next billing cycle in which the removal is necessary.

Finalized Staff Revisions Rosters will be provided to PSPO by the Lead Division.



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Limited Service Term Contracts:

The addition of staff to a contract should be driven by business needs. When firms need to add staff to an existing contract, the prime firm will contact the Contract Administrator (CA) or designated VDOT Project Manager (PM) and advise of impending request for a staff addition prior to any work being conducted by the newly proposed staff. Any personnel changes will require the submission and approval of a Staff Personnel Change Roster prior to consultant billing.

The VDOT CA or PM and firm will review, discuss, and agree upon the classification (or Class / Working Title) for the newly proposed staff. Firms will need to provide certified payroll to verify the rate. A sample of payroll data may suffice if multiple positions being added. Existing hourly rates on contract will not change due to the addition of staff. Requests for additions should be reviewed as expeditiously as possible to ensure work is not delayed. If no response is received within 30 calendar days, the roster change will be considered approved.

Submission of resumes is not required for staff that are not designated as Key Personnel, the firm is required to provide information on education, licensure, and certifications in the roster document. The department reserves the right to request / review resumes for senior level positions.

Project Specific Contracts:

The addition of staff to a contract should be driven by business needs to a Project Specific contract with a method of compensation of Cost Plus Net Fee. When firms need to add staff an existing contract, the prime firm will contact the Contract Administrator or designated VDOT Project Manager and advise of necessary staff addition. Any personnel changes will require the submission of a Staff Personnel Change Roster prior to consultant billing. Prime firms are not required to wait for VDOT approval of the proposed staff, unless it directly relates to staff identified as Key Personnel on the roster. Firms may be subject to a certified payroll review to verify the rate as part of an audit process.

Introduction of a Pilot Program for Business Process Improvements for Professional Services Procurement

The Professional Services Procurement Office (PSPO) began a comprehensive review of established processes, procedures, and policies regarding the development, execution and administration of professional services contracts in late 2022. An in-depth review of stakeholder input and research was gathered and reviewed.

At this time, PSPO is evaluating the impact and benefits of future policy revisions. As part of this evaluation, PSPO is piloting the implementation of certain business process improvements. All proposed process improvements will be reviewed to ensure compliance with the Federal Regulations and the Code of Virginia.



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Currently, each RFP issued by the PSPO utilizes an interview / technical presentation prior to final selection. During this pilot program, VDOT will reserve the right to conduct interviews / technical presentations for short listed firms. Each solicitation will be evaluated on a case-by-case basis to determine if an interview / technical presentation will be necessary.

In addition, PSPO will be piloting a revision to the Final Ranking Process as outlined in the current manual. As a result, Chapter 3 - Selection Procedure, will be revised as follows for the duration of the pilot.

Interview/Technical Presentation Phase

VDOT reserves right to conduct interviews / technical presentations. If or when the interviews/technical presentations are held, the teams are allowed appropriate time to make a presentation of their qualifications as well as their personnel's qualifications (as given in the EOI), highlight specific personnel manning assignments, present project concepts, and any comments they feel will be valuable in evaluating their team, including a brief description of their approach to providing the needed services.

3.9. Final Ranking

The score for each Offeror as established by the Selection Committee in the Short List Meeting will be utilized throughout the selection process.

If interviews / technical presentations are deemed to be unnecessary, the score for each Offeror's Expression of Interest resulting from the Short List Meeting will be the final score.

If interviews / technical presentations are deemed necessary, the score for each Offeror's Expression of Interest resulting from the Short List Meeting will be re-evaluated as necessary based on qualifications demonstrated at the technical presentation as directly related to the original selection factors established in the Request for Proposal document. The final adjusted scores resulting from the interview / technical presentation will be utilized for final ranking.