**For professional services procurements:**

Florida Department of Transportation (FDOT) shall continue to utilize the selection methods referenced in the Professional Services Procurement Manual, Topic No. 375-030-003. All procurement meetings (public, exempt, or staff meetings) shall be conducted as virtual meetings to provide for social distancing.

The following processes shall be followed for virtual meetings:

1. If Technical Proposals or Abbreviated Technical Proposals are the designated selection method for project types referenced in Section 2.2 of the Procedure, there is no change necessary except for selection meetings and Technical Review Committee (TRC) meetings. Selection meetings (shortlist and final selection) shall be held as public meetings via teleconference. Procurement shall reserve a GoToMeeting\* conference phone number for a selection meeting teleconference. All other requirements referenced in the Procedure shall be adhered to, in accordance with the project Request for Proposal (RFP) issued by Procurement.
2. If Expanded Letters of Response is the designated selection method for project types referenced in Section 2.2 of the Procedure, there is no change necessary except for selection meetings and TRC meetings. Selection meetings shall be held as public meetings via teleconference. Procurement shall reserve a GoToMeeting conference phone number for a selection meeting teleconference. All other requirements referenced in the Procedure shall be adhered to, in accordance with the advertisement for Expanded Letters of Response.
3. If Interviews is the designated selection method for project types referenced in Section 2.2 of the Procedure, FDOT shall conduct virtual interviews with Consultants and TRC using GoToMeeting with webcam.
   1. Consultant participants must have webcams to participate in virtual interviews. Consultant members of a single team are not required to collocate for the interviews and may join the GoToMeeting established by Procurement for this purpose from their respective locations. Consultant attendees must remain visible to Procurement via webcam at all times during the interview. Off-camera assistance is not permitted during the interview. Webcams are not required for Technical Review Committee (TRC) members, who only need to hear the Consultants, not necessarily be viewed themselves. TRC members may call into the interviews from their respective independent locations (due to telework), using the GoToMeeting call-in conference number. It is recommended that the Procurement GoToMeeting Organizer designate one or more Co-Organizers when scheduling the meeting. The Organizer (or Co-Organizer) must host the GoToMeeting, and keep the session open for the full duration of the meeting/interview. Consultants are not required to purchase a GoToMeeting account. Consultants will be joining a GoToMeeting established and hosted by Procurement. After starting the GoToMeeting and just prior to the beginning of the timed interview, Procurement shall request the Consultant participants rotate their webcam or laptop to display the Consultant’s full surroundings. Procurement will need to visually verify the number of Consultant participants does not exceed the attendee limit specified in the Request for Proposal (RFP), and visually verify the Consultant participants are not accessing or using smartphones, tablets, laptops, or other electronic devices through the entire course of the interview. Consultant webcams shall be positioned to provide Procurement with a clear unobstructed view of the room where the Consultant participant is located, to ensure compliance with the RFP restrictions. Procurement will record the interview using the built-in meeting audio-recorder functionality in GoToMeeting. Click the “Record this Meeting” red button and select “Audio”, before the interview gets underway. GoToMeeting will then capture everyone’s audio recording. As a secondary backup, Procurement will also record the meeting using a hand-held digital voice-recorder, in case the primary recorder available through GoToMeeting malfunctions. Five minutes prior to the start of the interview, the Consultant contact-person on the letter submittal shall be emailed the prepared questions to review. The Consultant contact-person is responsible for emailing the questions or sharing the questions with the other Consultant participants during the five minutes allotted for this purpose before the interview starts. If the names of the Consultant participants are provided to Procurement in advance of the meeting, Procurement may provide the questions to the identified list of Consultant participants. The Consultant participants may not leave their respective rooms when reviewing the questions. The five minutes for reviewing questions is not considered as part of the interview. Discussions by the Consultant team members during the 5-minute review are not part of the interview process and are not considered in evaluation of the Consultant. Note: Interviews are exempt meetings, which must be fully recorded. If the webcam technology fails, Procurement will simply use the audio of GoToMeeting by necessity. Unaltered aerial, resumes, organizational or staffing chart, required certification forms, and other required submittals referenced in the RFP shall be emailed to Procurement in advance of the meeting, in accordance with the RFP.
4. If Oral Presentations are the designated selection method for project types referenced in Section 2.2 of the Procedure, the standard process will be to conduct oral presentations using GoToMeeting, as a live page turn of the oral presentation PowerPoint slides. Consultants will be instructed through the RFP to submit an electronic copy of the PowerPoint presentation slides, altered aerial, resumes, organizational or staffing chart, required certification forms, and other required submittals (as referenced in the RFP), by 3:00pm on the date prior to the scheduled GoToMeeting for the oral presentation PowerPoint slide page-turn. The oral presentation PowerPoint slide page-turn shall not exceed maximum time allowed per the RFP. A virtual Question and Answer (Q&A) session will immediately follow the PowerPoint slide page-turn, conducted during the same GoToMeeting session, and facilitated by Procurement. The oral presentation and follow-up Q&A session will be recorded by Procurement, since they are exempt meetings.
5. The Department at its discretion may opt for a deviation from the PowerPoint slide page-turn, and may consider use of pre-recorded oral presentations, for very large-scale projects. Director approval is required to approve such a deviation. The RFP shall specify the requirements for the pre-recorded oral presentations submitted by the shortlisted consultants. Consultants shall adhere to the time constraints, number of attendee limitations, and other restrictions as referenced in the RFP. Follow-up Q&A sessions will be scheduled with each Consultant, as an exempt meeting. Follow-up Q&A sessions shall be held as a GoToMeeting with webcam.
6. Procurement public meetings (e.g., TRC meetings, selection meetings) shall be held as teleconferences, using a GoToMeeting conference phone number reserved by Procurement. Public meetings shall be properly noticed. Members of the public may dial into the GoToMeeting conference line to participate. The GoToMeeting conference phone numbers shall be noted in the advertisement for all public meetings.
7. Marketing meetings (which may only be held prior to advertisement start date) shall be scheduled and conducted by the FDOT Project Manager (PM) or other disciplines as GoToMeetings.
8. Professional services negotiation sessions shall be held as teleconferences- no changes to this standard process.
9. Procurement shall issue Addenda for any active procurements where RFP or other solicitation documents have already been issued, and where changes are required due to social distancing.

**For contractual services procurements:**

FDOT shall continue to utilize the procurement methods referenced in the Commodities and Contractual Services Procurement Manual, Topic No. 375-040-020. All procurement meetings (public, exempt, or staff meetings) shall be conducted as virtual meetings to provide for social distancing.

1. For Invitation to Bid (ITB) procurements, bids must be received as a physical copy with optional electronic backup (at the discretion of Procurement).
2. For Request for Proposals (RFP) and Invitation to Negotiation (ITN) procurements, written technical proposals shall be the requested where appropriate.
3. If oral presentations must be held, they will be conducted as GoToMeeting\* with a webcam. Vendors must adhere to the time constraints, number of attendee limitations, and other restrictions as referenced in the solicitation document.
4. Negotiations shall be conducted via teleconference for all ITNs.
5. Procurement public meetings (e.g., TRC meetings, selection meetings) shall be held as teleconferences/GoToMeetings. Public meetings shall be properly noticed. Members of the public may dial into the GoToMeeting conference line to participate. The GoToMeeting conference phone numbers must be noted in the advertisement for all public meetings.
6. In lieu of site meetings, the FDOT Project Manager (PM) should consider use of still photographs, or a virtual walk-through video conducted by the PM. If these options are not acceptable to the PM, site visits shall be conducted with one Vendor at a time. The same amount of time shall be allocated to each Vendor. Questions will not be answered during the site visit; all questions are to be submitted in writing after the site visit in accordance with the solicitation document.
7. Pre-Bid/Pre-proposal meetings shall be held via GoToMeetings (if held).
8. Bid opening meetings shall be conducted via GoToMeeting. The solicitation document shall provide the GoToMeeting link for the bid opening meeting. The GoToMeeting conference link(s) and phone number(s) must be noted in the advertisement for all public meetings.
9. Procurement public meetings (e.g., TRC meetings, selection meetings) shall be held as teleconferences or as GoToMeetings. Public meetings shall be noticed. Members of the public may dial into the GoToMeeting conference line to participate. The GoToMeeting conference phone numbers must be noted in the advertisement for all public meetings.
10. Addenda shall be issued to existing procurements to reflect the appropriate guidance above.
11. For new procurements, Procurement will include the GoToMeeting link(s) in the advertised solicitation documents for all public meetings.

\*GoToMeeting Guidance:

1. Procurement staff will need to be granted authority through OIT as a GoToMeeting Organizer, and must have a webcam with their computer/laptop. Procurement shall submit an Automated Access Request Form (AARF) to be granted authority as a GoToMeeting Organizer.
2. Attendees of exempt meeting are required to identify themselves to remain in the GoToMeeting and must be authorized representatives of the consultant/contractor/vendor, or FDOT. Any attendees deemed by Procurement to be unauthorized will be dismissed from the meeting by the Procurement GoToMeeting Organizer. Information for Procurement on how to accomplish these steps can be found in the GoToMeeting Quick Help Training link below.
3. As a best practice, the Procurement GoToMeeting Organizer should join the GoToMeeting 15 minutes prior to the start time, to ensure proper functioning of audio/webcam.
4. A new GoToMeeting must be created for each meeting. Procurement will not retain or re-use links from prior meetings.

GoToMeeting – Quick Help Training for Creating, Navigating, and Organizing Meetings for Procurement:

<https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/procurement/pdf/gotomeetingguide.pdf>

GoToMeeting - Organizer Training - Part 2 – Hosting (4 minutes, 42 seconds): <https://www.youtube.com/watch?v=OtgL1llP2AY>

To log into GoToMeeting as an Organizer from the GoToMeeting website:

Go to [www.gotomeeting.com](http://www.gotomeeting.com)

You will need to sign in with an email address and password.

If desired, check the box to enable the "Keep me signed in" option. Click Next. Enter your account password, then click Sign in. If prompted, verify your login.

FDOT staff should reach out to District or Central Office OIT for additional GoToMeeting assistance if required, by submitting an FDOT [Service Desk](mailto:fdot.servicedesk@dot.state.fl.us) ticket.

How to Join as an Attendee on GoToMeeting- for Consultants, Contractors, or Vendors:

<https://www.youtube.com/watch?v=95dRdnMMgbQ>