

Notes:

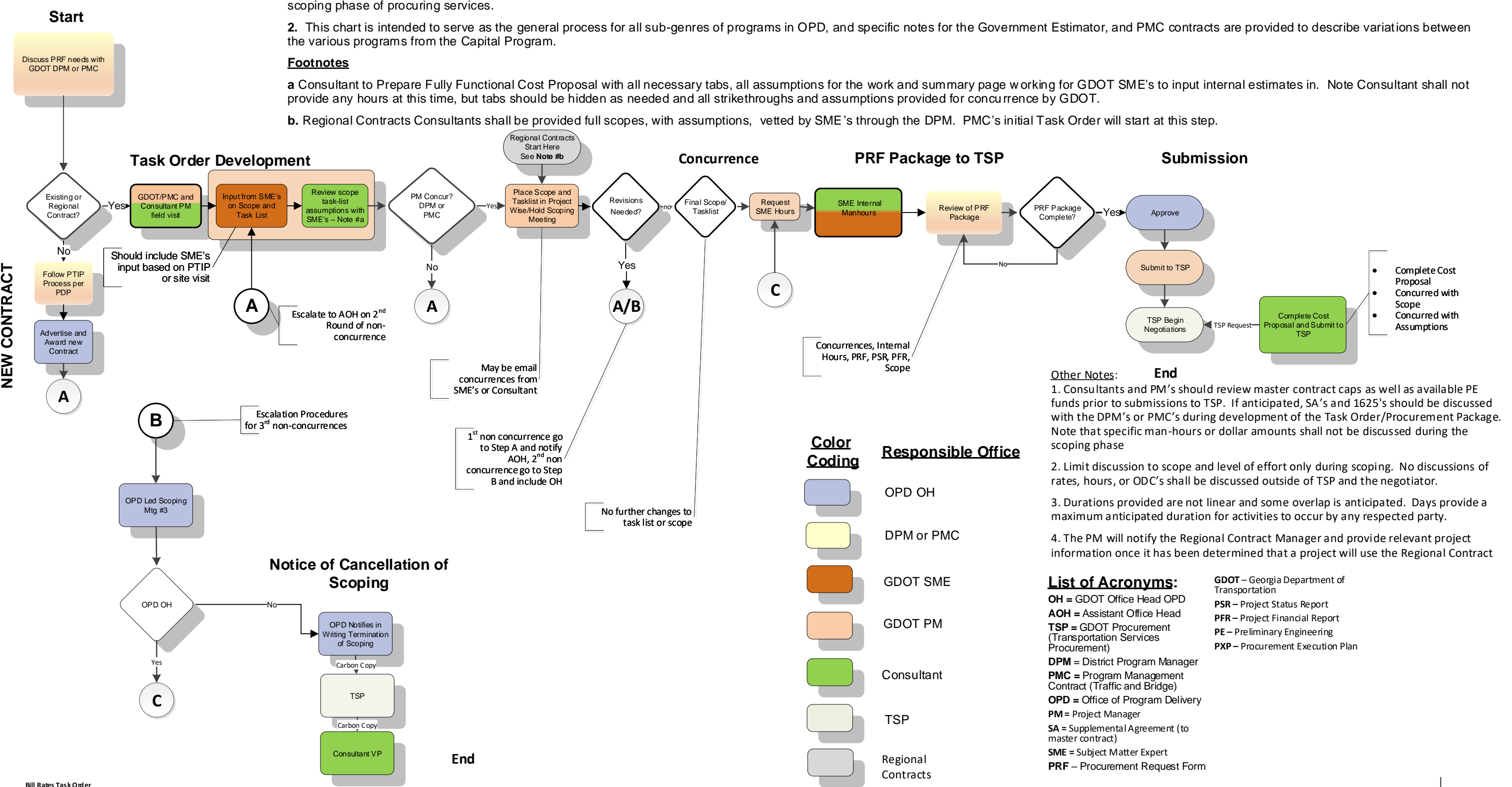
1. This chart outlines the process that will be followed by the GDOT Office of Program Delivery with respect to scoping initial or future task orders with consultants contracting with the Department. The Office of Transportation Services Procurement (TSP) includes further guidance and procedures for 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.



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

List of Acronyms:

- OH** = GDOT Office Head OPD
- AOH** = Assistant Office Head
- TSP** = GDOT Procurement (Transportation Services Procurement)
- DPM** = District Program Manager
- PMC** = Program Management Contract (Traffic and Bridge)
- OPD** = Office of Program Delivery
- PM** = Project Manager
- SA** = Supplemental Agreement (to master contract)
- SME** = Subject Matter Expert
- PRF** = Procurement Request Form
- GDOT** – Georgia Department of Transportation
- PSR** – Project Status Report
- PFR** – Project Financial Report
- PE** – Preliminary Engineering
- PXP** – Procurement Execution Plan

Bill Rates Task Order

1. Identify the need for additional scope, and expedited procurement, with the project team
2. Request draft task order and the task order funding cap amount.
3. Send all the above information (#2) to the appropriate SME Office for review, concurrence and/or comment (NOTE: Internal man-hours are not required.)
4. Send all of the above information (#2 and 3) to the Director for approval to utilize billable rates contract (cc: AOH, OH). The Director will respond with an email approval
5. Submit all of the above information (#2, 3, and 4) into RTS for the OH approval.

Billable Rate task orders that do not need director approval:

1. UOC revisions and shop drawings task orders are approved by the office head - should be reasonable amounts and limited time frames. These have an indefinite scope
2. PXP task orders - should be reasonable amounts and limited time frames (ex: \$6k and 1 year). These have a defined scope.
3. ROW Revisions task orders should be reasonable amounts and limited time frames. Billable Rate task orders that need Director approval:
1. Increased scope for an already negotiated task. Task examples include a) Needing more archeology transects than in original task order. **Amount and level of effort unknown "on call"**. This billable rates request must be approved by the director. New scope not in the last task order should go through the regular negotiation process and be cost plus fixed fee.