

**FINAL DRAFT (May 29, 2020 revised November 16, 2020)**  
**ALTERNATIVE TECHNICAL INTERVIEW PROCESS FOR COVID – 19**

In order to continue delivering professional services procurement program during the COVID – 19 health crisis and considering the recommendations from the U.S. Centers for Disease Control and Prevention, VDOT in collaboration with the industry is making further modifications to the consultant interview process allowing Video Web Conference for the professional services procurements as follows:

1. The procurement officer will schedule and initiate a test run with the Consultant team a week before the interviews. All consultant team interview participants should be available for the trial run. No more than 15 minutes for the test per team will be permitted.
2. The procurement officer will schedule the WebEx (Video interview) meeting and send the link to the consultant team after the test is completed.
3. On the day of the interview, the Consultant team signs on 15 minutes before the interview start time. This is to test and confirm audio/video (AV) functionalities are working.
4. The VDOT participants sign on 5 minutes before the scheduled interview time and confirms the AV functionalities are working appropriately.
5. The procurement officer discusses the logistics of the call (VDOT will send the logistics in the shortlist notification email but reiterate them prior to the interview).
6. The timed presentation (XX minutes) will start on a scheduled time. The presentation shall be based on focus questions provided in the shortlist notification letter. The presentation will continue via audio if the video functionality stops working due to any issues.
7. Following the presentation, the panel may ask follow-up questions to clarify the specific items discussed during the presentation. As such, the panel members shall limit their follow up questions/clarifications only to the information discussed/verbalized during the presentation.
8. The procurement officer will provide instructions related to the cold question session. The cold questions session will begin thereafter. Switching off video and/or muting lines by consultant team members is not permitted.
9. The procurement Officer will present the cold questions both on screen and verbally for the team's response.
10. The VDOT panel may ask follow-up questions to cold questions, as necessary.
11. This will conclude the interviews.

**Requirements**

1. Embedded or linked videos are prohibited in the presentations.
2. Scoring will be based on what is discussed/verbalized during the presentation. The presentation slides will not be part of the scoring.
3. VDOT will accept the consultant's pdf copy of the slide presentation 15 minutes in advance of the scheduled interview time.