Electronic Submittals

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Whitney Nalle, J.D.

Dan Neal, P.E.

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Presentation Topics

1. Digitization Efforts
2. Evaluation Accuracy
3. Impacted TxDOT Divisions
4. TxDOT Connect
5. Procurement Process
6. Procurement Schedule
7. The PEPS Perspective

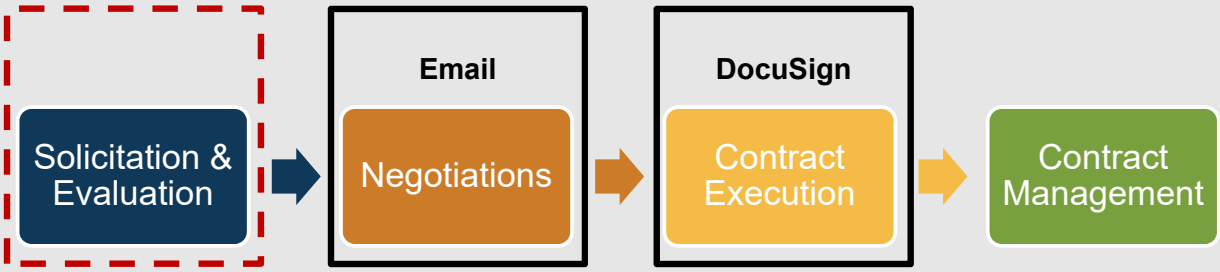
TxDOT Perspective

Whitney Nalle

Why is the Department Procuring an Electronic Submission System?

Digitization Efforts

- TxDOT is in the process of digitizing all records, including procurement and contract documents
- Solicitation documents require paper file retention, manual scanning, or manual data entry



Why is the Department Procuring an Electronic Submission System?

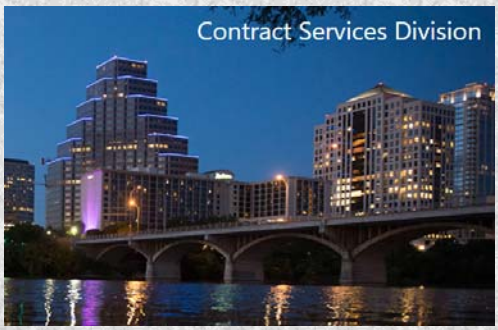
Evaluation Accuracy

- Recent state agency audits identified scoring errors
- TxDOT currently uses excel forms for scoring, which rely on formulas and often require manual compilation

An Audit Report on
Scoring and Evaluation of Selected Procurements at the Health and Human Services Commission
July 13, 2018

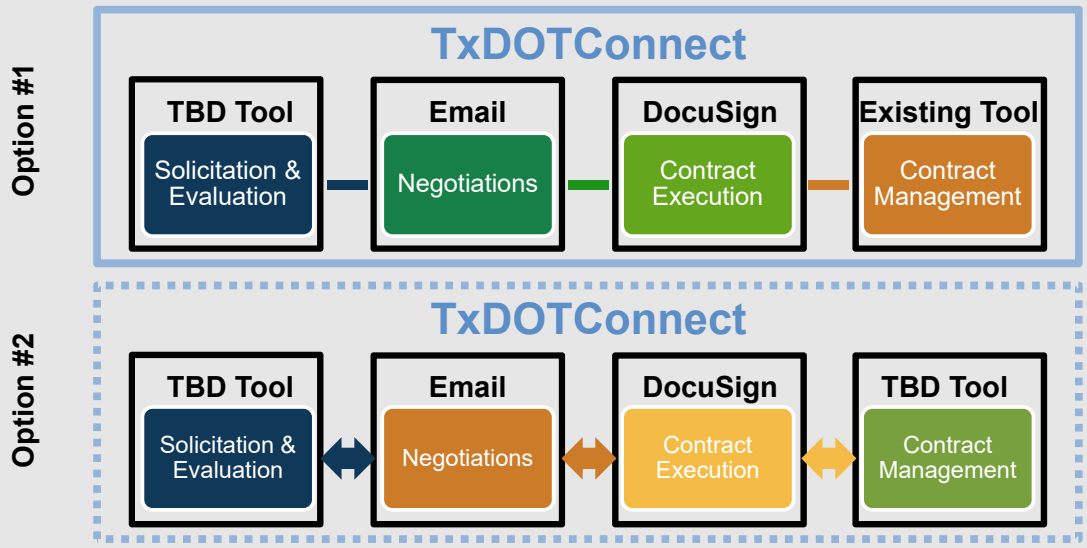
"For 5 (18 percent) of the 28 procurements, with an estimated value of $3.4 billion, auditors identified significant evaluation scoring errors and missing documentation. As a result, auditors could not determine whether the evaluation scores that supported the award recommendations for those five procurements were accurate."

Which Divisions Will Initially Use the New System?



Will this system integrate within the department's TxDOTConnect system?

Yes, likely in one of two ways:



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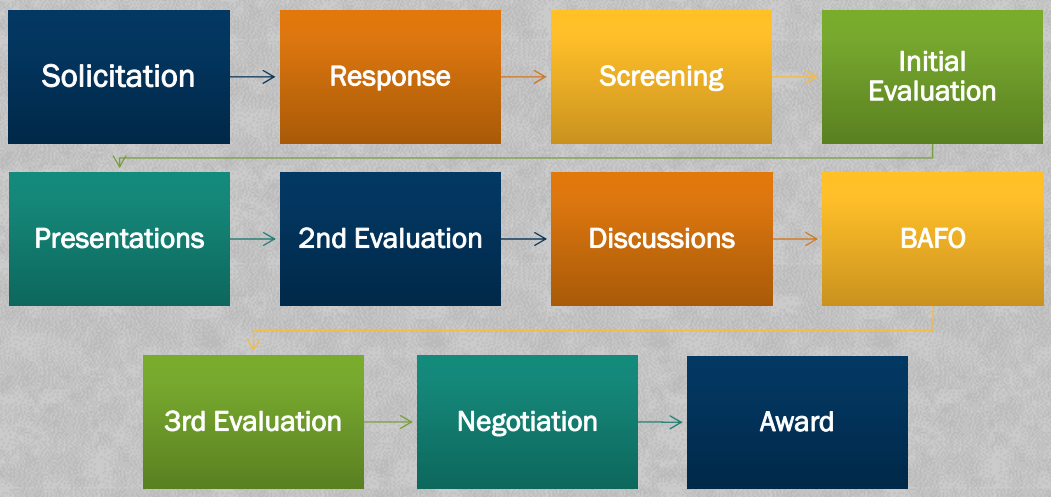
What is the procurement process being used?

Standard Request For Offer Process:



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What is the procurement schedule and where are we?

The PEPS Perspective

Dan Neal, P.E.

Past

Submission of multiple paper copies

Present

Submission of a paper copy and a USB Drive

Future

Submission electronically and no paper copies

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How will I access the system?

- The system will be designed to have a secure login
- Vendors will be required to register with the system
- There will be an option for resetting forgotten passwords

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Will the system notify me of a solicitation?

One of the requirements of the system is a notification

It is permitted under the purchasing program

It may not be a feature used by PEPS

It will be evaluated as the system is being configured

Reminder - the professional services program requires public notification.

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How will I submit my solicitation response?

Select solicitation from a menu

Input core firm info into the system

Upload responses and associated documentation

Modify/delete/replace up to the deadline

The system will be locked to responses at the deadline.

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Will TxDOT accept hand-delivered responses?

Once the system is operational, all responses must be submitted electronically

TxDOT will no longer accept responses submitted by mail, delivery service, or hand delivery

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Will the system allow for Pre-RFQ/RFP questions and answers?

The system will allow vendors to submit questions within the question and answer period

Once approved, the responses will be transmitted to all of the responding vendors

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How will responses be evaluated?

Screening will be performed in the system with some level of automation and workflow

Disqualification will require approval – not automated

System will support multiple evaluations

- Statement of qualifications or proposals
- Interviews

Evaluations will be conducted in the system

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Benefits to the Vendor

- Eliminates DQs due to late or lost responses at the fault of the mail, delivery service, or hand delivery
- Eliminates the need to make multiple copies and a USB drive
- Provides the ability to modify or replace a response up to the deadline
- Provides a receipt upon successful submission with a date and time stamp
- May include a potential for submittal checking to prevent missed elements

Benefits to TxDOT

- Eliminates the handling and storage of paper and USB drives
- Creates electronic system with workflows for assignments, evaluations, and approval points
- Allows for up-to-the-minute tracking of all processes through a management dashboard and reporting
- Reduces risk for human error
- Increases efficiency and reduces some manual processes

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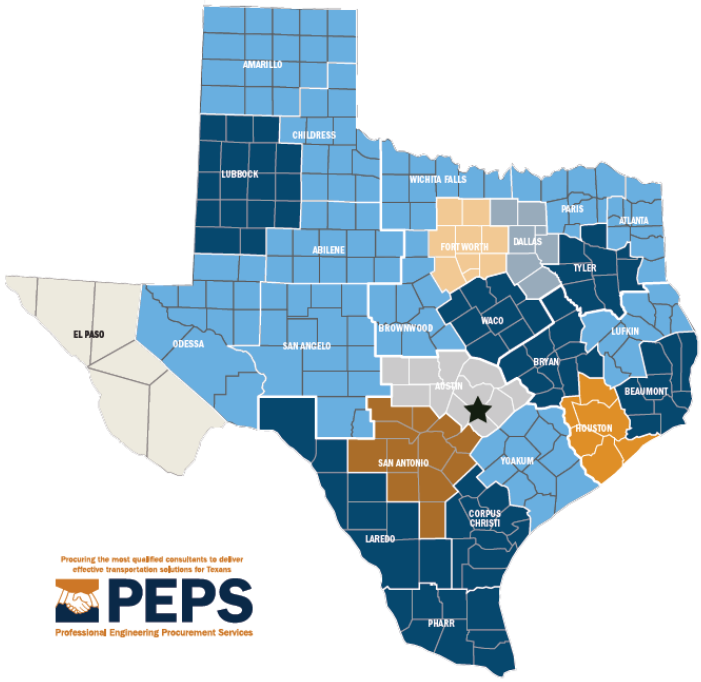

PEPS Division

★ Austin HQ

PEPS Division Director
Martin L. Rodin, P.E.
512.416.2037
Martin.Rodin@txdot.gov

Deputy Division Director
Lucio Vasquez, P.E.
512.416.2039
Lucio.Vasquez@txdot.gov

Business Operations Center
Roy Gonzales
512.416.2034
Roy.Gonzales@txdot.gov

Controls Center
Dione Albert
512.416.2003
Dione.Albert@txdot.gov

Center of Excellence
Dan Neal, P.E.
512.416.2667
Dan.Neal@txdot.gov

Invoice Center
Tira Dobrozensky, CTCM
512.486.5227
Tira.Dobrozensky@txdot.gov

Statewide Service Centers

Austin Service Center
Charles Davidson, P.E., CTCM
512.832.7315
Charles.Davidson@txdot.gov

San Antonio Service Center
Larry H. Wenger, P.E.
210.615.5971
Larry.Wenger@txdot.gov

Dallas Service Center
Joseph Jancuska, P.E.
214.320.6187
Joseph.Jancuska@txdot.gov

Service Center for Divisions
Kori Rodriguez, P.E.
512.416.2268
Kori.Rodriguez@txdot.gov

El Paso Service Center
Jaime Perales, P.E.
915.790.4231
Jaime.Perales@txdot.gov

Urban Districts Service Center
Jaime A. Vela, P.E.
512.416.2007 or 956.712.7730
Jaime.A.Vela@txdot.gov

Fort Worth Service Center
Jessica Andrews, P.E.
817.370.3668
Jessica.Andrews@txdot.gov

Rural Districts Service Center
Lynn Daniel, P.E.
940.937.7281
Lynn.Daniel@txdot.gov

Houston Service Center
Gail Morea, P.E.
713.802.5795
Gail.Morea@txdot.gov

Negotiations Service Center
Norma Glasscock, P.E.
817.370.3675
Norma.Glasscock@txdot.gov

Support Services Center
Kathy De Luna, CTCM, CTCD
210.615.5901
Kathy.DeLuna@txdot.gov

Whitney Nalle, J.D.

TxDOT Contract Services Division
Contract Support Section Director
Whitney.Nalle@txdot.gov
(512) 416-2011

Dan Neal, P.E.

TxDOT PEPS Division
Center of Excellence Section Director
Dan.Neal@txdot.gov
(512) 416-2667