

TDOT CBO RFQ FORM A-7

TDOT STATEWIDE CBO RFQ

**INDUSTRY FORUM REGISTRATION AND CONFIDENTIAL
ONE-ON-ONE MEETING REQUEST**

1. Instructions to Respondents:

- Respondents that wish to attend the industry forum and request a confidential one-on-one meeting with TDOT must complete and submit this form by the date and time specified in Section 3.2 (Phase 1 – Procurement Schedule) of the RFQ.
- Completed forms shall be submitted via email to the TDOT Solicitation Coordinator in PDF format in accordance with Section 3.1.1 (Phase 1 - RFQ/SOQ).
- Once received, TDOT will confirm receipt of the request and will provide additional details, scheduling information, and applicable rules governing participation.
- In-person attendance at the industry forum is mandatory for any Lead Respondent that intends to submit an SOQ in response to the CBO RFQ. Lead Respondents that do not attend the industry forum and confidential one-on-one meetings may be prohibited from submitting an SOQ in response to this RFQ.
- There is no limit to the number of attendees for the industry forum. Respondents shall provide a list of all names in the lines below for up to ten (10) attendees. If more than ten (10) attendees are planning to attend, please include the additional names in the body of the email submitted to the Solicitation Coordinator.
- **TDOT has determined there is a maximum number of five (5) individuals from each Respondent team is permitted to attend the confidential one-on-one meetings.**

2. Respondent Information:

Respondent Firm Name: _____

Potential Lead Respondent Potential Subcontractor

Primary Contact Name: _____

Title: _____

Email Address: _____

Phone Number: _____

3. Industry Forum Participation:

Names and titles of attendees for the industry forum:

4. Confidential One-on-One Meeting:

- Yes, as a Lead Respondent required to attend a confidential one-on-one meeting with TDOT.
- No, NOT a Lead Respondent.

General Guidelines for Confidential One-on-One Meetings:

Note: Additional rules and guidelines for the confidential one-on-one meetings may be provided by TDOT in response to this form.

- Meetings are intended to provide Respondents with a better understanding of the RFQ, the procurement process, CBO scope of work, and other related matters.
- **When submitting Form A-7 to the TDOT Solicitation Coordinator, please provide a list of questions and/or topics the Respondent wishes to discuss with TDOT. During the meeting, it is anticipated that TDOT’s questions seeking input from the Respondents will take approximately 30 to 45 minutes. Respondents will be allocated the remaining time to discuss their topics.**
- Participation in a confidential one-on-one meeting with TDOT by a potential Lead Respondent is mandatory, and only Respondents who participate in the meetings shall be eligible to submit an RFQ.
- Lead Respondents may bring potential subcontractors to confidential one-on-one meetings, not to exceed five (5) total participants. Potential subcontractors to a Lead Respondent will not be granted a separate, confidential one-on-one meeting.

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- No aspect of these meetings is intended to provide any Respondent with access to information that is not similarly available to other Respondents.
- TDOT will not be bound by any verbal discussions or statements made by either party in confidential one-on-one meetings. Respondents wanting binding responses are required to submit written questions to TDOT in accordance with Section 3.3.1 (Question Submission).
- No part of the evaluation of a Respondent's will be based on the conduct or discussions that occur during confidential one-on-one meetings.

Names and titles of attendees for the confidential one-on-one meeting:

5. Acknowledgements:

By submitting this form, the Respondent acknowledges that:

- Attendance and participation are subject to TDOT confirmation.
- Confidential one-on-one meetings are for general clarification and input into the RFQ only.
- No aspect of these meetings is intended to provide any Respondent with access to information that is not similarly available to other Respondents.
- Respondents shall not seek to obtain commitments from TDOT in the meetings or otherwise seek to obtain an unfair competitive advantage over any other Respondent.
- TDOT reserves the right to remove or prevent access to confidential one-on-one meetings by unlisted or unregistered attendees
- All rules and procedures communicated by TDOT will be followed.

6. Authorization:

Authorized Representative: _____

Signature: _____

Date: _____