
**MODIFIED TECHNICAL INTERVIEW PROCESS FOR COVID-19
FREQUENTLY ASKED QUESTIONS – FAQ
APRIL 5, 2020**

- 1) The short listing letter specifies primary topics to discuss. Are there any additional topics/items that are suggested to discuss?

VDOT Response: Only discuss the focus topics provided with the shortlist notification.

- 2) It states in the modified technical interview process that consultants shall submit their presentation to CPO Procurement Officer in PDF format 24 hours in advance of the interview. What if our presentation/interview is scheduled for a Monday?

VDOT Response: Consultants shall submit their presentation to CPO Procurement Officer in PDF format one (1) business day in advance of their presentation/interview. Therefore, the presentation will be due to VDOT by 12:00 PM on Friday before the scheduled Monday presentation/interview.

- 3) What format would you like the presentation in – PDF or the actual PowerPoint file?

VDOT Response: See Response to Question 2.

- 4) In either case, the presentation file will likely be too large to email. I can send you One-Drive link with our presentation. Will that be acceptable?

VDOT Response: No, email the PDF presentation file to the CPO Procurement Officer. Maximum file size of emailed presentations shall not exceed 22MB. If the file is too large, a reduced file size (lower resolution) is acceptable. Please ensure that your slide deck represents the timed presentation portion only.

- 5) When you mention “audio only” for the Google Hangouts format, I understand there will be no video of the presenters, but will our PowerPoint presentation be visible to everyone on the screen, and if so, will we have control of the slide presentation, or will there be no visual of the presentation at all?

VDOT Response: As the Interview will be audio only, there will be no slide presentation. VDOT committee members will follow along with the PDF submitted in advance. See response to Question 2.

- 6) If I understand, we will have a full **X minutes** to present on the focus areas. Can you please confirm?

*VDOT Response: The presentation will remain **X minutes**, as noted in the original Notification email from the CPO Procurement Officer. The presentation focus remains unchanged.*

- 7) Will the presentation be voice only-no visual or projection on the screen as would be done in a PowerPoint presentation?

VDOT Response: The revised process uses teleconference (audio only) through Google Hangouts Meet (GHM) - join by phone only.

- 8) Is there any email size limit (MB)?

VDOT Response: See Response to Question 4.

- 9) Since the format of presentation has changed from in-person interview to audio only presentation can we request an additional 10 minutes for the presentation portion of the interview?

VDOT Response: The means of presentation has changed but not the process; thus, the presentation time duration will not change.

- 10) We believe Google Hangouts Meet (GHM) will work with our firewall and security protocols, but just to make sure, is there a test link we can try to make sure everything works on our end?

VDOT Response: The CPO Procurement Officer will provide "Join by Phone" details for test in advance to ensure everything works on both end.