

Consultant Communications Policy

Please note the following policy concerning communication between Consultants and the Department during the programmatic announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections for the Programmatic Selection Process, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

1. Communication with Districts or other Offices: **Any discussion of specific projects** included in the current programmatic group if the consultant has submitted or plans to submit a letter of interest or is included as a subconsultant for a project within the District (or projects to be managed by a specific Office).

Allowable communications include:

1. Project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities, and technical or scope of services questions specific to projects posted with a programmatic group.
2. Marketing meetings with Districts or Offices except **as limited by** the restrictions noted under **Communications not permitted** above.
3. Marketing meetings with Central Office personnel that will not be included on the initial "short list" selection evaluation team.

When completed, selections are announced through the Department's Website at the following location:

<http://www.dot.state.oh.us/Divisions/ProdMgt/Consultant/Consultant/history.pdf>

Policy Concerning Reasonable Access

District and other Offices shall provide reasonable access to all consultants that request to meet with District personnel. "Reasonable access" may be provided through:

1. Direct face to face meetings with District management staff.
2. Consultant "open house" or "Consultant Day" formats scheduled periodically to allow any interested consultants to attend and meet with District staff under an established agenda that may combine a presentation with direct meetings.
3. Districts may adopt a policy that limits the frequency of meetings with consultants.
4. District staff that meet with consultants must include management staff that are responsible for consultant selection decisions.