



Effective Interviewing

2023 PEPS Conference

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- Interview Triggers

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- Interviews Preparations at RFP

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- Interview Contract Guide (ICG)

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- Best Practices

5

- Questions?



PEPS goal is to procure the most qualified consultants to deliver effective transportation solutions for Texans.

Our goal today is to provide interview best practices from a procurement engineer's perspective.



Interviews are required for:

Federal
Management
(GEC, PMC)

SD contracts >
\$5 million

ID contracts >
\$10 million

Large, unique,
high risk, or
complex
contracts



Preparations begin at Request for Proposal (RFP)

- Presentation with Follow-Up Questions and Answers
- Questions and Answers

Interview Type



- Project Manager
- Deputy Project Manager
- Key Task Leaders

Who's invited



- Two Week Window

Window of Interview dates







Short Listed Teams Receives Interview Contract Guide (ICG)

Interview Location

Interview Schedule

Interview Evaluation Criteria

Interview Structure

Presentation Content

Other details



In-Person

Location

Traveling

Equipment needs



Virtual

Technical needs

Location

Interview Schedule

Date	Day of Week	Time (CST)	Provider (Team)
12/05/2023	Wednesday	9:00 AM	ABC Engineering Inc.

Interview Evaluation Criteria - Federal

	Interview Evaluation Criteria		Weight
1	Technical Approach	Project understanding, project approach, innovative concepts or alternatives	XX%
2	Project manager's relevant experience	Similar or related projects, including both technical and management experience	XX%
3	Project management planning	Project staffing and resource management (who, how, and why), communication plan, quality control procedures. Includes the prime firm's past experience with utilizing subproviders and meeting program goals or how it plans to utilize subproviders to meet the goals on this contract. Also may include project scheduling or phasing for SD contracts.	XX%
4	Key staff's relevant experience	Experience with similar projects	XX%
Total			100%



Interview Structure	Time Allocation (In Minutes)
TxDOT Introductions/Instructions	XX
Provider Presentation	XX
CST Break (separate WebEx to discuss Q&A)	XX
Provider discussion of questions	10
Follow-up Question and Answer (Q&A) Session	XX
TxDOT Concluding Remarks	XX
Total Interview Time:	XX

Interview Structure	Time Allocation (In Minutes)
TxDOT Introductions/Instructions	XX
Provider discussion of questions	20
Question and Answer Session	XX
TxDOT Concluding Remarks	XX
Total Interview Time:	XX



Introduce your Project Manager and Key Staff's members. Elaborate on the relevant experience of your Project Manager, Key Staff Members, and any other personnel you feel will bring value. Demonstrate their ability to effectively perform Construction Engineering and Inspection (CEI) services on projects of various types, sizes, and complexities.

Provide your approach to project management planning for indefinite deliverable CEI contracts. In your approach, include project staffing and resource management methodology, communication plan, quality control procedures, effective management of the scope, schedule, budget, and how you will adapt to multiple projects concurrently.

Provide your technical approach to performing high quality CEI services on various projects in the San Antonio District that will lead to high quality end products. Your discussion should include the following:

- **Constructability review**
- **Public and Private Stakeholder coordination and mitigation.**
- **Effective use of safety contingency funds.**
- **Handling of potential delays due to plan errors.**
- **Best practices that aid efficiencies.**
- **Effective Record Keeping.**



Who's invited?

Interview procedures

Special accommodations

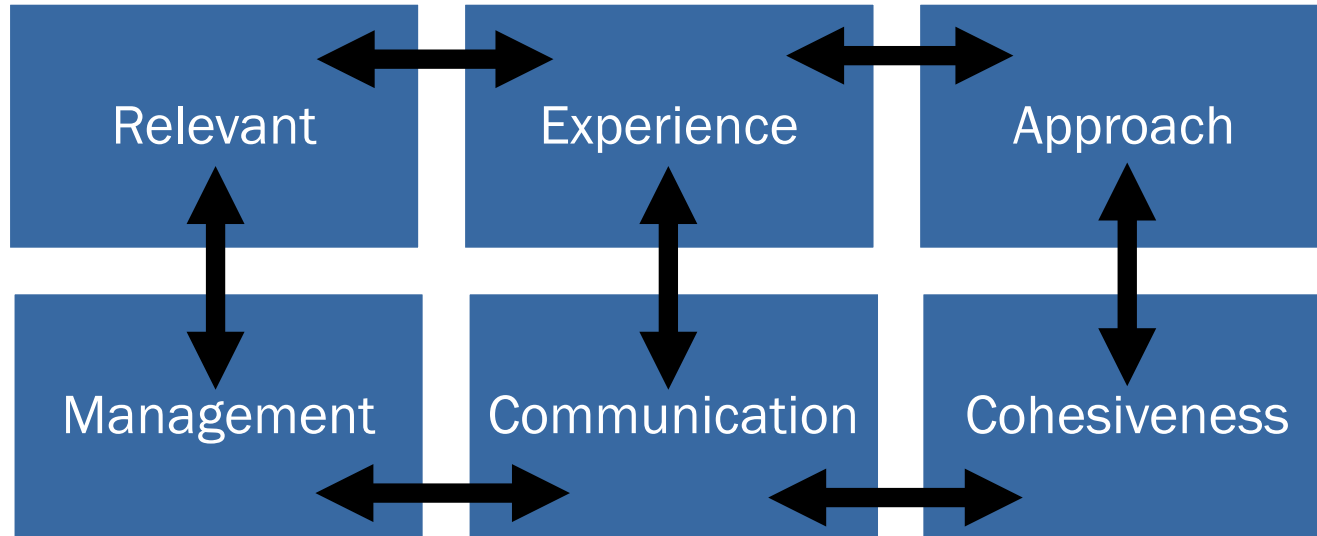


Organization of Presentation

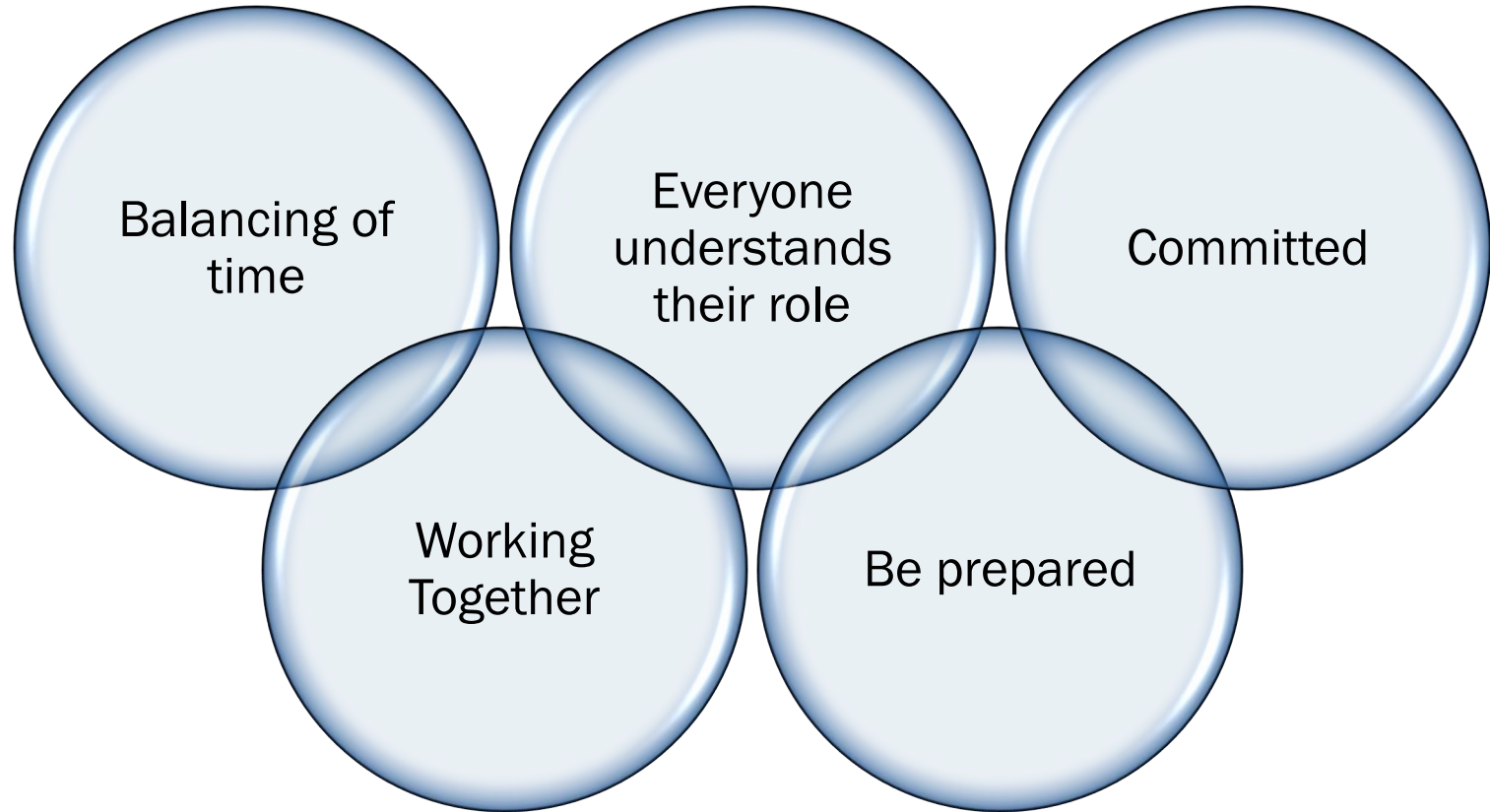
Organize Your Message

What is the CST looking for?





This is what our criteria is all about !





Address requested content.



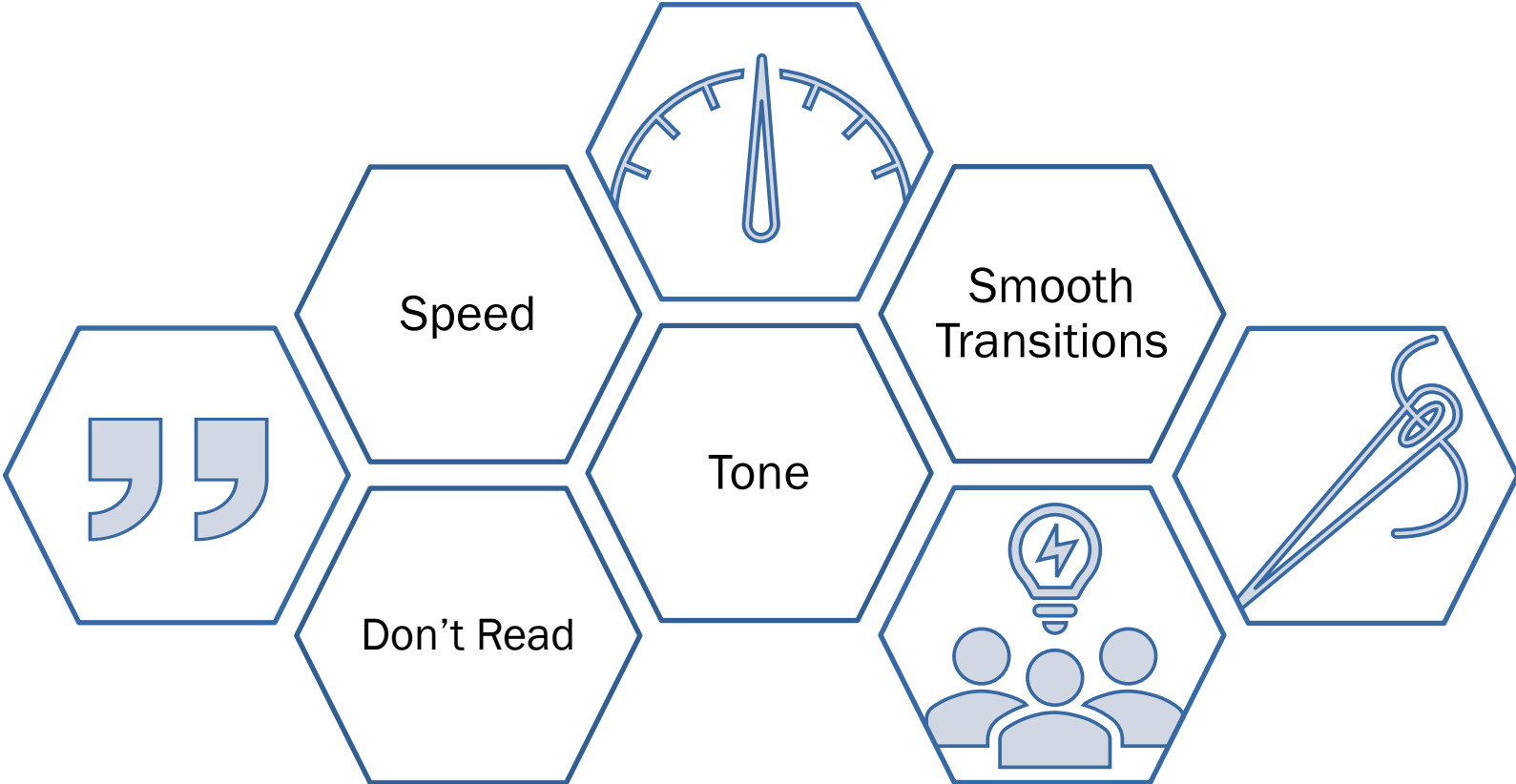
Break down Complex Ideas, Challenges, and Solutions.



If you don't cover it, the CST doesn't record it.



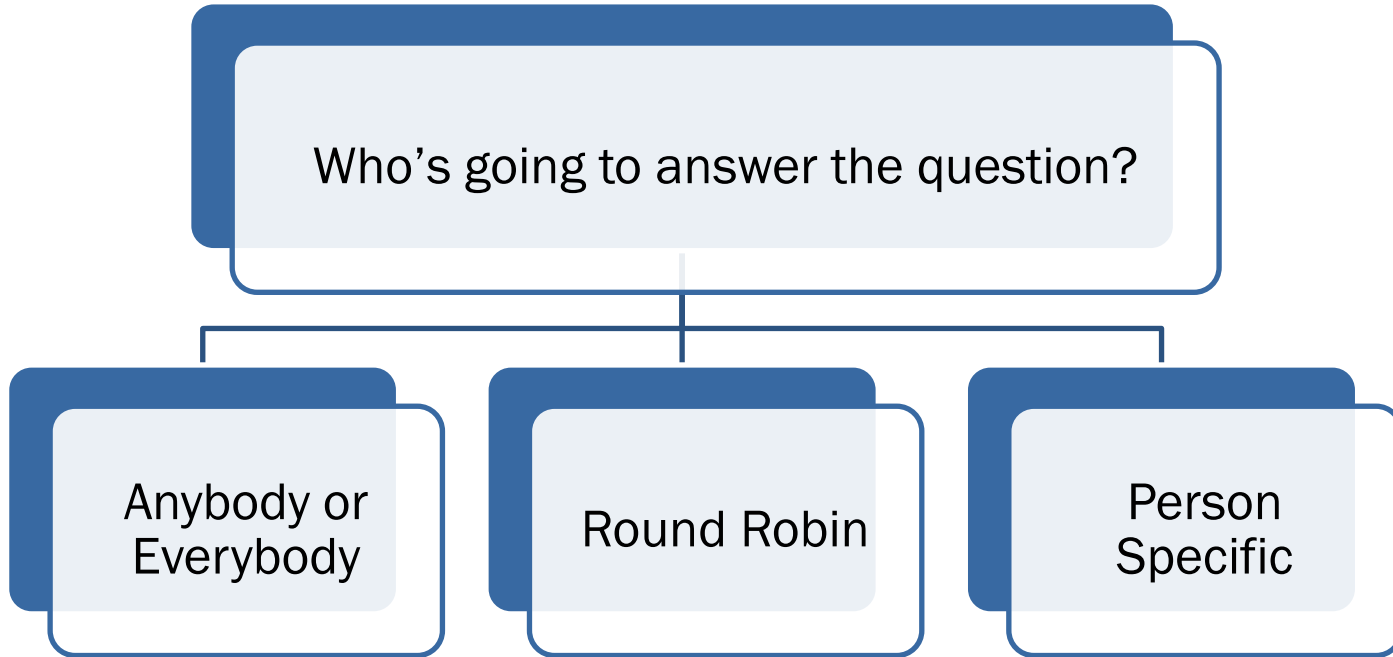
Language, Grammar





Follow Up

Q&A





Can we answer in any order?

Can we use our PowerPoint?

Can we go back to readdress a question?

Can we collaborate on each question?

When will you start the time?



Leadership

Delegation

Time management



Knowledge

Experience

Expertise



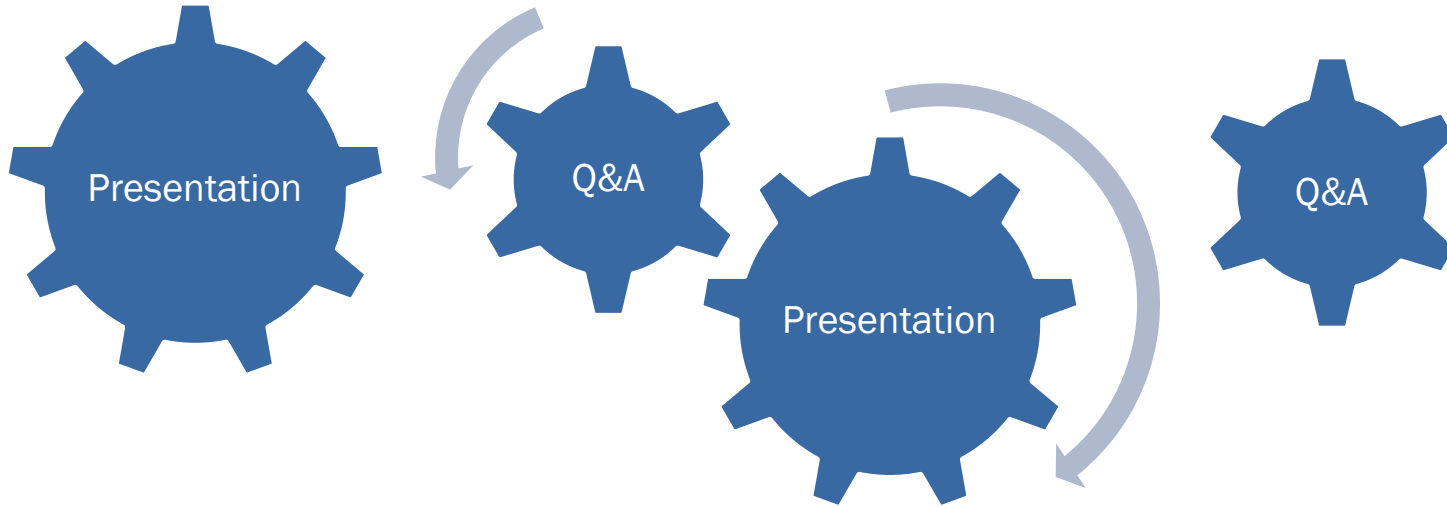
Cohesiveness

Supporting each other

Swim lanes



Is the Presentation scored separately from the follow-up Q&A?





**Only the prepared speaker
deserves to be confident.**

If Everything goes well...



Questions / Discussions?

Thank you all for joining us!






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