



State Designer Selection Board
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RE: State Designer Selection Board
Selection Process Changes

Recognizing the challenges of our current health crisis, the State Designer Selection Board (SDSB) has made significant changes to the process of submittal, reviews and interviews for projects that come before the Board. These changes will also impact the general public who wish to attend the meetings or review the recorded deliberations. Below are some highlights of the changes. Responders are encouraged to read the RFP carefully for details regarding their submittal and interviews.

Highlights of the changes

- Hard copy proposals will not be permitted. Only electronic proposals will be accepted as outlined in the RFP. Proposals are not to be sent directly to the Executive Secretary or other Department of Administration staff. The State will establish an automatic response to indicate that the proposal has been received.
- Note that there are requirements for file size and naming conventions. Also note that the required forms must be in a separate attachment from the proposal.
- We have changed the proposal submission to permit either portrait and landscape orientations.
- Shortlisting and interview meetings will be held via WebEx.
- A list of attendees must be provided to the Executive Secretary for the interview meeting.
- Firms will be given “control” of the presentation during their designated interview time to allow them to share their presentation materials if they have any. The Executive Secretary will not be permitted to run the presentation images.

- Copies of the presentation materials or agenda/participant ‘placemat’ may be forwarded to the Board, at the discretion of the firms. However, some board members and agencies may have limited technology and therefore make it challenging to both view the material and listen to the presentations.
- Since this is a new process and to facilitate the interviewing teams, we are providing an opportunity to each shortlisted firm to test their access to the software with a one-time WebEx meeting with the Executive Secretary. Firms are not to talk about the project, but simply to test their access, team hand-offs and use of presentation materials. This must be coordinated with the Executive Secretary and suggest that firms schedule this as soon as they have been notified of their selection. Firms will only be permitted this opportunity once in the foreseeable future, not for each time they are shortlisted.
- Additional revisions may be found in the Request for Proposals
- The meetings of the State Designer Selection Board are open to the public. The RFP will provide details for how the public may access the shortlisting and interview meetings. As always, firms who are shortlisted may not listen/watch the other teams during their presentations
- As in the past, the SDSB meetings are digitally recorded for the convenience of the public and will be posted to the SDSB website as they become available.

We urge firms to note that the Board is also working remotely with limited technology and technology support. While we have some things figured out, there is a learning curve and therefore this is an evolving process. We are doing our best to be proactive in reaching out to firms, striving to develop some consistency in our interaction and looking for a process that is inclusive. Should you have any questions regarding the changes, please don't hesitate to contact me, other board members or the Executive Secretary.

Regards,



Katherine Leonidas, Chair
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C: Board Members

Sue Anderson
Bill Beyer
Tom Murphy
Yan Shagalov
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Jennifer Barber, Executive Secretary
Erin Fogerty-Miller, Department of Administration
Sherry Van Horn, Department of Administration