

Invitation to Qualify (ITQ) – 4400025950
Commonwealth of Pennsylvania, Department of Transportation
Transportation Research, Education and Technology Transfer Services

STATEMENT OF WORK

OVERVIEW: The purpose of the Transportation Research, Education and Technology Transfer Services ITQ is to qualify responsible and responsive suppliers to perform research, education and technology transfer services to the Pennsylvania Department of Transportation (PennDOT).

Staff augmentation is not permitted under this contract.

ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of Transportation (PennDOT), Bureau of Office Services. All inquiries should be referred to:

Dawn Grabuloff, ITQ Administrator
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TERM OF THE CONTRACT: The term of the Contract shall commence on the Effective Date and shall end ten (10) years from the effective date. The Contract may be renewed upon the same terms and conditions for a period of ten (10) years.

UPDATES TO THE CONTRACT TERMS AND CONDITIONS: Any and all updates to the Contract Terms and Conditions shall be communicated to all qualified suppliers via an addendum to their Contract communicated via email to the official address provided at the time of JAGGAER ITQ Registration. Any qualified supplier who does not agree may choose to cancel their Contract under this ITQ. Updated Provisions shall also be included in Request for Quotes (RFQ's) issued from this ITQ and shall be contractual binding upon the issuance of an executed Purchase Order to the awarded qualified supplier.

ENROLLMENT PERIOD:

Initial Enrollment: While supplier enrollment will be open for the life of the Contract, PennDOT anticipates Request for Quotes (RFQ's) to be issued to qualified suppliers, with an executed contract, within 90 days from the date this ITQ is advertised. To avoid delays, please be sure your ITQ application is complete, contains all necessary information, and that you have provided all required information when completing your Supplier Registration within the PA Supplier Portal.

QUALIFICATIONS: Each supplier seeking to qualify under this ITQ must apply via the Commonwealth of Pennsylvania's Custom Purchasing Portal (JAGGAER). An evaluation committee will review the qualifications to ensure that all mandatory requirements have been met. A supplier shall be deemed "qualified" based upon submitted documentation. PennDOT reserves the right to verify any and/or all information submitted by the supplier. PennDOT reserves the right to approve/disapprove all personnel assigned work under this contract. A supplier is not considered qualified under an ITQ until a contract is executed.

If a supplier is not deemed "qualified" for a specific category, another qualification application, with additional information, may be submitted.

The following must be provided when applying to the ITQ:

1. A resume, no more than one (1) page, for all personnel anticipated to provide Transportation Research, Education and Technology Transfer. Resumes must cite specific experience or expertise in the category for which you are applying.
2. References from at least two (2) clients for whom you have provided Transportation Research, Education and Technology Transfer for each category for which you are attempting to qualify. Dates provided must have been within five (5) years of application submission date. PennDOT reserves the right to verify any of this information. Provide the client's name, contact's name, mailing address for the reference, and telephone number for the individual.
3. **Please note:** Documents, or referenced documents, contained within the ITQ Terms and Conditions shall not be submitted when applying to the ITQ. Any and all documents contained, or referenced, within the ITQ Terms and Conditions shall be included in Request for Quotes, issued from this ITQ, with direction to complete and submit as applicable.

SERVICE CATEGORIES: Suppliers must review the commodity code(s) to qualify for this contract and shall select the appropriate code(s) under the Business Details section of the qualification process via JAGGAER. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each service category.

COMMODITY CODE	DESCRIPTION OF SERVICE CATEGORY
80100000-ITQ-415 Transportation Policy Studies	Conduct Transportation policy research related to current, or future, PennDOT business practices to provide analysis and recommendations. Research may be required due to new or proposed legislative mandate, changes due to technological advancements or an introspective review of work within central, district or county offices.
81100000-ITQ-416 Transportation Design-related Research and Testing Facilities	Conduct Transportation research to provide background information, trends, investigations or any other Transportation research or special study on any Transportation design-related subjects. This work may include: <ul style="list-style-type: none"> • Research into the analysis of proposed changes to design manuals, standards, policies and specifications; • Establishing testing facilities to include facility managers/researchers to develop and conduct either full scale or model testing of new, proposed or re-engineered transportation products or appurtenances; and • Full-scale crash tests and/or computer modeling/simulation modeling of items used in the construction or maintenance of roadway materials and products.
81100000-ITQ-417 Transportation Construction-related Research	Conduct Transportation research to provide information related to the construction of roadways, bridges or appurtenances in either PennDOT or municipal owned transportation facilities. Research may include the evaluation of existing PennDOT facilities to determine issues and provide recommendations for improvements.
81100000-ITQ-418 Transportation Materials and New Product Evaluations Research	Conduct Transportation research to assist PennDOT with laboratory or field-testing of any current, or proposed, materials used for transportation construction or maintenance activities and develop appropriate specifications, or revisions to current specifications based upon the results of the research.

	<p>Research may also be conducted to assist the Materials Testing Laboratory in evaluating new products.</p> <p>All research and evaluation may include but is not limited to:</p> <ul style="list-style-type: none"> • Field evaluations; • Performance testing; • Product and system evaluations; • Developing summary reports; and • Developing appropriate specifications or revisions to current specifications and performing life cycle analysis for new products.
<p>81100000-ITQ-419 Transportation Environmental Research</p>	<p>Conduct environmental Transportation research associated with maintenance activities, or bridge or roadway construction. This work may include evaluations of new environmental techniques used in construction or maintenance projects, development of appropriate specifications, or revisions to specifications and planning studies associated with transportation projects.</p>
<p>81100000 -ITQ-420 Transportation Maintenance Research</p>	<p>Conduct Transportation research, education or technology transfer initiatives to provide recommendations regarding highway maintenance and pavement quality to ensure and promote the safety of Pennsylvania’s highways and bridges.</p> <p>Research could include, but is not limited to, the evaluation of:</p> <ul style="list-style-type: none"> • New equipment; • Roadside vegetation management; and • Materials and technologies which promote the safety, efficiency and aesthetic of the highway and pavement system.
<p>81100000-ITQ-421 Highway Safety/Traffic Engineering Research</p>	<p>Conduct Transportation research, education or technology transfer initiatives that focuses on highway safety, traffic engineering and transportation system management and operations (TSMO) efforts to create a safe, reliable and efficient transportation network.</p> <p>This Transportation-specific work may include:</p> <ul style="list-style-type: none"> • Implementation of work zone, traffic operations performance data and traffic management center operation projects; • Traffic signal improvement, Intelligent Transportation Systems (ITS) technology or TSMO efforts; • Traffic line delineation, traffic signing, traffic calming, highway occupancy and special hauling permitting, other traffic engineering applications; and • Transportation risk management, safety engineering, crash data and analysis and driver behavior-related programs.

<p>80100000-ITQ-422 Transportation Planning Studies</p>	<p>Conduct Transportation research, education or technology transfer initiative that develops or identifies broad goals for Pennsylvania’s statewide transportation system.</p> <p>Develop new materials to anticipate and shape a response to Pennsylvania’s need for transportation facilities and services and may provide a framework to form an efficient statewide transportation system by interconnecting:</p> <ul style="list-style-type: none"> • Highways; • Transit facilities; • Passenger and freight rail; • Aviation; • Shipping ports and waterways; and • Bicycle and pedestrian trails <p>Develop tools to disseminate PennDOT planning goals and objectives to external partners and groups as required. Additional subject areas may include the analysis of:</p> <ul style="list-style-type: none"> • Highway performance data; • Traffic data collection activities; • Statewide planning; • Evaluation of new or emerging federal and/or state legislation; and • Transportation program development.
<p>80100000-ITQ-423 Transportation Modal Research</p>	<p>Conduct Transportation research, education or technology transfer initiative that is related to any and all non-highway and intermodal/multi- modal modes of transportation.</p> <p>Develop and conduct Transportation projects or studies associated with:</p> <ul style="list-style-type: none"> • Aviation; • Public transit; • Shipping ports and waterways; and • Passenger and Freight rail. <p>This work would include, but not be limited to, planning studies, trend analysis, identification of existing and potential corridors, limitations affecting connectivity, engineering studies, access studies, terminal and/or transfer capacity studies, economic studies, and studies of any other factors influencing the utilization of the Commonwealth’s transportation infrastructure.</p>

REQUEST FOR QUOTE (RFQ) PROCEDURES:

- PennDOT will issue an RFQ to qualified suppliers via JAGGAER.
- Qualified suppliers will respond to the RFQ via JAGGAER. The Department will issue RFQs that will set forth selection criteria, including without limitation technical skill, past experience, cost and diversity program participation, consistent with then prevailing law and policy.

- The qualified Supplier(s) selected will receive a Purchase Order (PO) and will supply the service to meet the requirements specified in the RFQ.

DIVERSITY PROGRAM INFORMATION: The majority of RFQ's issued from this ITQ shall be federally funded. Contingent on the RFQ funding source, the following diversity program(s), and requirements, shall be described in further detail in forthcoming RFQ's issued to qualified suppliers from this ITQ. Documents, or referenced documents, contained within the diversity program websites listed below, shall not be submitted when applying to the ITQ and shall be included in Request for Quotes, issued from this ITQ, with directions to complete and submit as applicable:

- **FEDERALLY FUNDED:** PennDOT has established a Disadvantaged Business Enterprise (DBE) Program in accordance with the regulations of the U. S. Department of Transportation (DOT), 49 CFR Part 26 (Part 26). The department receives federal financial assistance from the DOT, and as a condition of receiving this assistance, the department has signed an assurance that it will comply with Part 26. Please see the [Disadvantaged Business Enterprise \(DBE\)](#) program website for additional information.
- **STATE FUNDED:** The Commonwealth's Department of General Services, Bureau of Diversity Inclusion and Small Business Opportunities (BDISBO) has established the Small Diverse Business (SDB) Program and Veteran Business Enterprise (VBE) Program to encourage and ensure open and equitable contracting practices are used by prime contractors in soliciting and contracting with small diverse and veteran-owned businesses during the Request for Quote (RFQ) procurement process. Please visit the [Small Diverse Business \(SDB\)/Veterans Business Enterprise \(VBE\)](#) program website for additional information.

Additionally, PennDOT has established the Diverse Business (DB) Program in accordance with Section 303 of Title 74 of Pennsylvania's Consolidated Statutes to maximize Diverse Business participation. This program may be included in some state funded RFQ's, in addition to the SDB/VBE program. Please visit [PennDOT's DB program](#) website for additional information.