

# D5 – CPM 24/25 Debriefing Calendar

Click here to see a list of projects available for debriefing meetings:

<https://www.cflroads.com/d5fdotdesign/debrief.htm>

Debriefing Calendar Website:

<https://outlook.office365.com/owa/calendar/D5CPMFY2425DebriefingCalendar@fldot.onmicrosoft.com/bookings/>

## **IMPORTANT**

If your firm WAS shortlisted, you will meet with the TRC Members

If your firm was NOT shortlisted, you will meet with the Department Designee

1. All Debriefing meetings will be VIRTUAL meetings.
  2. You will be able to schedule Debriefing Meetings times with the **Department Designee** starting the Thursday after the Short List meeting. The available times WILL depend on the availability of the DD.
  3. You will be able to schedule Debriefing Meetings times with the **TRC Member** starting the Thursday after the Selection meeting. The available times WILL depend on the availability of the TRC Members.
  4. In the case of a Monday holiday, meeting times will become available starting Friday.
  5. All meetings times will depend on the availability of the **Department Designee** and **TRC Members**.
    - a. Due to the busy schedules of the Department Designee and TRC Members, we suggest you look out at least **2-3 weeks** after the shortlist/selection date.
  6. Dates for meetings will be in BOLD, clicking on them will cause the available times to show on the screen.
    - 1) Once you pick an available time, you will need to fill out the information that is requested.
    - 2) Click Book – once you do that you will receive a conformation email and appointment. **Please keep this email as it WILL allow you to edit your appointment if needed.**
    - 3) You will receive 2 emails; 1<sup>st</sup> will confirm you Debriefing Meetings appointment, 2<sup>nd</sup> will be the calendar invite for the meeting. You will also receive a reminder 3 days before your Debriefing Meeting.
- If a company requests a debriefing meeting to be scheduled prior to the final selection being complete, another debriefing meeting after final selection **will not be granted**.
  - Prior to final selection the information which can be reviewed is **ONLY** what the company submitted. Comparison of other company submittals will not be permitted.
  - Please remember all meetings that will be held AFTER the 72 hours wait period of the Shortlist /Final Selection, the Department Designee or TRC Members will be able to review all documents with you.
  - Please review the documents prior to this meeting so you can make the most of your 30-minute meeting.

All posted documents can be found at <http://www.fdot.gov/procurement/FTP%20Sites.shtm>.

If you have any questions regarding the documents or problems accessing that website or the documents, please contact the D5 Procurement Office directly at:

**D5.ProfServ@dot.state.fl.us.**