

D5 – CPM Acquisition Plan FY 24/25 Bookings Updates

NEW for FY 2025:

- Marketing meeting dates for projects advertising July – Sept. will be released April 15.
- Marketing meeting dates for projects advertising Oct. – Dec. will be released June 10.
- **ALL meetings will be EITHER in person or virtual. Hybrid meetings will not be offered.**
Firms may schedule 1 meeting in EITHER format.

To book a marketing meeting, go to:

<https://outlook.office365.com/owa/calendar/CPMAcquisitionPlanFY2425@fldot.onmicrosoft.com/bookings/>

1. All projects are in order of Advertisement date.
2. Click on [Read More](#) and it will show information regarding that specific project.
3. All advertised “projects” will have a category for **VIRTUAL** or **IN PERSON** meetings.
4. Most of the Districtwide or Continuing Service Contract meetings are VIRTUAL with the exception of the Utility Continuing Service Contract.
5. There are a limited number of virtual and in-person meetings and are booked on a 1st come 1st serve basis.
6. All Marketing Meetings will be within 45 days **PRIOR** to the Ad date.
7. Dates for meetings will be in BOLD, clicking on them will cause the available times to show on the screen.
8. Once you pick an available time, you will need to fill out the information that is requested. Click the box to acknowledge that you have reviewed the FDOT privacy and public records policy.
 - 1) 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.**
 - 2) You will receive 2 emails; 1st will confirm you Marketing Meeting appointment, 2nd will be the calendar invite for the meeting. You will also receive a reminder 3 days before your Marketing Meeting.

Warning

If you cancel a Marketing Meeting, it will update the system in real-time and will show it to the next firm trying to book a meeting.

If there are no available times for a particular project, you can always check back to see if there are any additional meetings available.

If you have issues, please contact CPM’s email of CC542@dot.state.fl.us.