

A&E Outreach In-person Interview Process

April 23, 2026

Questions and Answers

1. Will this presentation be available to share with attendees?

Answer: Yes, a copy will be posted to Caltrans internet under the Outreach Event

2. Will the interview panel be in the room during the interview or just logging in via Webex?

Answer: Yes, the panel will be present during the interview process.

3. Does the enforcement apply to the proposals that are already submitted?

Answer: The in-person interview process began with RFQs advertised on or after February 2, 2026.

4. Is there a limit on the size and number of exhibits interview team can bring to the room?

5. Answer: The Example Task Order presentation will be conducted virtually via the provided Webex link. To confirm, no greetings or salutations with the panel upon entering or leaving the room is allowed. Is that correct?

6. Answer: Upon entering the interview room, a five-minute equipment setup session will commence. Consultants are advised to use this time efficiently and refrain from communicating with the panel. It was stated that we can bring 1 laptop. Can a backup laptop be brought and used in the event the primary laptop fails?

Answer: Yes, it must be switched off and left in your backpack unless needed.

7. What will be the interview start times and is there any consideration so that consultant can fly in the day of?

Answer: The shortlisted firms will receive an interview letter providing information regarding the date, time, and location logistics.

8. When will the Technical Scenario Questions be shared with the interview team? before the presentation or after?

Answer: The Technical Scenario Questions will be handed out immediately after the Example Task Order presentation session.

9. I thought I heard Wi-Fi information mentioned. Is that consistent from District to District so that we can prepare our teams in advance as to the preferred Wi-Fi login to utilize to make setup more efficient?
10. Answer: Consultants may utilize Caltrans guest Wi-Fi, 'dotopen'. The guest password, which is consistent across all Caltrans facilities, will be posted in the interview room. Consultants are also permitted to bring their own personal hot spots. Is the 20 min. consistent for each question or is this on a project-by-project basis?

Answer: The Technical Scenario Questions review session is allotted 20 minutes for all procurements. The subsequent Question and Answer session will range from 20 to 30 minutes, commensurate with the magnitude and complexity of the interview questions.

11. Will these questions be posted with the presentation on the Caltrans Outreach website?

Answer: Yes, the Questions and Answers presented at the Outreach will be posted to the Caltrans internet under the Outreach Event.

12. Will the panel members be at least 40% from the RFQ district?

Answer: The Caltrans Division of Procurement and Contracts has established critical requirements for how a panel of subject matter experts must be formed and operate to ensure a fair, unbiased, and conflict-free, qualifications-based selection process.

13. If Wi-Fi is provided, does it mean the one computer can be used to bring internet materials into a presentation to respond to the questions, and if not, how will it be enforced?

14. Answer: The Example Task Order (ETO) presentation shall address the key questions established on the ETO cover page. All responses must be the original work of the Consultant team and not derived from any third-party website resources. The Question-and-Answer session will be 'closed-book'; access to websites, manuals, or other external resources is strictly prohibited." Does the interview team, up to 20 members, consist of key and non-key members listed in the org chart?

15. Answer: It is incumbent upon the Prime Consultant to form its team of subject matter experts consisting of key personnel from the SOQ organization chart who meet the minimum RFQ requirements. The Consultant team is limited to a total of 20 members. If the ETO is to be

presented on the VTC Screen, what physical exhibits if any would the consultant team be allowed to bring into the interview room?

Answer: The Example Task Order presentation will be conducted virtually via the provided Webex link.

16. The moment the questions are provided, does the 20 min clock starts?

Answer: Yes, the 20-minute review session will begin immediately upon the distribution of the Technical Scenario Questions.

17. Would you please confirm that we will receive a detailed follow-up email after the meeting, including all relevant information and guidelines?

Answer: The shortlisted firms will receive an interview letter providing information regarding the date, time, and location logistics.

18. Do you have any recommendations for small or mid-size firms to be more competitive during interviews?

Answer: To be competitive and successfully team up with Prime Consultants, small and mid-size firms should leverage their specialized technical expertise and certified key personnel to fill specific gaps in the SOQ organization chart. It is essential to eliminate perceived operational risks by maintaining Caltrans-compliant financial accounting documents (see [A&E Contracts Financial Guidance](#)). Small and mid-size firms should actively participate in the CalMentor Program to demonstrate a deep understanding of project delivery process. Finally, firms must maximize their 'goal value' by ensuring all Small Business or DVBE certifications are current while mastering the structured interview method to provide high-scoring, technical responses that align with the Prime's overarching project approach.

19. Can you please confirm if there is a time limit on how early a consultant can arrive prior to their scheduled interview?

Answer: The shortlisted firms will receive an interview letter providing information regarding the date, time, and location logistics. Given potential travel challenges and inclement weather, it is incumbent upon the Consultant team to register with the security guard and be present and ready to be escorted to the interview room.

20. If the interviews are in-person, who is attending on the Webex that we need to present the ETO through?

Answer: All participants from the Consultant and Caltrans teams will attend the interview in person. The Webex platform will be utilized to present the Example Task Order virtually. Based on extenuating

circumstances and on a case-by-case basis, the DPAC Coordinator may participate remotely, with a District Liaison representing DPAC in person.

21. Are we required to use the State provided monitor and to sign into the Webex link provided?

Answer: Logging into the Guest Wi-Fi: Accessing this link will allow you to efficiently set up, share and present State VTC screen during the interview; IT support is not provided. Upon logging into the Caltrans guest Wi-Fi ('dotopen') or their own personal hotspots, Consultants shall utilize the provided Caltrans VTC monitor to display their Example Task Order presentation.

22. Can we bring a projector & Screen into the interview as a back-up?

Answer: Yes, as a back-up however see response to question 21 above.

23. Can we plug our laptop into the State VTC screen via HDMI cable, or use a USB flash drive to plug into a State computer that is set up in the conference room?

Answer: Consultants may bring their own HDMI cables to hard-wire connect to the Caltrans VTC monitor. The plugging of USB flash drives into State equipment is strictly prohibited.

24. Can team members join remotely?

Answer: All Consultant team members must be present in the interview room together.

25. Can we write notes during the Technical Scenario review period?

Answer: Caltrans will provide writing pads for the Technical Scenario Questions (TSQ) review session. However, the hard copy of the TSQ, all written notes, and the writing pads will be collected at the conclusion of the interview.

26. Can we bring banners, displays, or promotional media?

Answer: The Example Task Order (ETO) presentation will be conducted virtually via the provided Webex platform link. Non-electronic exhibits and display boards are permitted during the ETO presentation; however, distributing hard copies of presentation materials or handouts to panel members is not allowed. Note, banners, promotional media, or business cards are NOT permitted.

27. Can we use Smart devices if only used for time keeping?

Answer: Standalone mobile, low-tech analog timers or dedicated physical timers are allowed. Timer apps on smart electronic communication devices are not permitted in the interview room.28. Am I allowed to forward this invite to my fellow interview attendees?

Answer: No. Only the Consultant Contract Manager is allowed to log into the Web-EX for the team to present the ETO.

29. Can we leave the room during the interview?

Answer: No one will be allowed to enter or re-enter once the interview begins.

30. How should we submit PDF Deliverables per the Example task order?

Answer: Deliverables indicated in the interview letter and limited items listed on the ETO Cover Page shall be submitted as instructed in the interview letter. 31. Can you confirm that the only submittals that need to be provided prior to the interview are List of Example Task Order Personnel and the Interview Attendees?

Answer: Deliverables indicated in the interview letter and limited items listed on the ETO Cover Page shall be submitted as instructed in the interview letter.