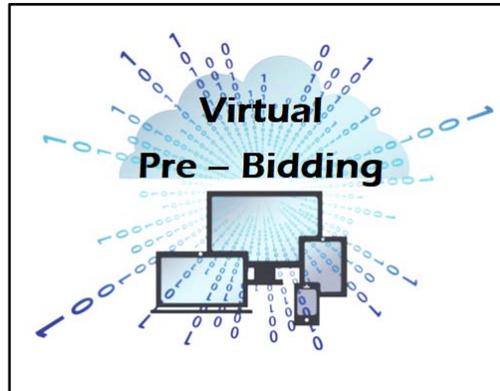




## Virtual Pre-Bid Meeting



### Description

In an effort to minimize the overall impacts to both staff and our contracting partners and to improve the efficiency, interest and participation in our pre-bid meeting, Central Office Design and Bridge partnered with the Southeast District to hold a Virtual Pre-Bid meeting. The optional meeting time, date and participation information was provided in the contract documents and emailed to all contractors in advance of the meeting. The meeting was hosted by central office staff through our IS Division, who also arranged for the meeting to be recorded, so that it could be made available as an electronic deliverable to interested contractors who were unable to participate. Using tools and resources already at our disposal, in a non-traditional way, we were able to engage our partners differently, in a way that will ultimately improve our partnership by making better information, more easily obtainable by both parties.

### Benefit

The meeting was conducted in approximately 30 minutes, for a total MoDOT time usage of 6.5 man-hours. By avoiding the travel time associated with a traditional meeting, we saved approximately 80 hours for MoDOT attendance alone. Anytime you can reduce 11 staff members and multiple contractors from having to travel to and from a meeting, especially during early or late hours, their safety is improved. The meetings are recorded, which allows direct publication of the meeting itself, which reduces the importance, priority and impact to trying to summarize and accurately detail all components of the meeting itself in a publishable document. In our instance, we did maintain an abbreviated summary; however future iterations would likely be able to eliminate the summary completely. The meeting was held without incurring expenses for gas, automobile use and time associated with 6 central office employees having to travel the 4 hour each way trip. Typically, the travel associated for this one meeting would include two cars traveling 500 miles at a fleet rate of \$0.26/mile, 6 single nights in a hotel at \$110 rate + fees and six lunches and dinners at an average of \$25/each for a total of \$840 of direct expenses and 72 hours of work time at an average of \$50/hour for a total of \$3,600 lost to travel and attendance. That saves approximately \$4,500 for each worst case instance. This doesn't account for the savings to our contract partners whom were also able to avoid the travel expenses associated with attendance.

### Materials and Labor

There were no material costs and the total amount of time was 2 hours of setup and prep by Design and Information Services Division.

**For More Information Contact:**

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Additional information, photos or videos can be seen by accessing Innovations Challenge SharePoint page at: <http://sharepoint/systemdelivery/TP/Documents/InnovationsChallenge.aspx>