



RIGHT OF WAY PROCUREMENT WORKSHOP

PROFESSIONAL REAL ESTATE APPRAISAL SERVICES (PREAS)

SEPTEMBER 29, 2025

EXERCISE PACKET

RIGHT OF WAY PROCUREMENT WORKSHOP - PREAS EXERCISE 1

Test Your Knowledge

1. If I submit a proposal for PREAS and I do not have a current TxDOT Department Certification for Real Estate Appraisers, can I still be awarded a PREAS contract?
 - A) Yes
 - B) No
2. Whose name do I register with in Euna Procurement in order to submit my proposal?
 - A) Company name
 - B) Individual Appraiser's name
 - C) Assistant's name
3. Who can I contact with questions about an active PREAS procurement?
 - A) ROW Division Director
 - B) Solicitation single point of contact
 - C) ROW Project Manager
 - D) Local Legislator
 - E) All of the above
4. How can I ask questions about the solicitation during an active procurement?
 - A) Email the single point of contact
 - B) Call the single point of contact
 - C) Submit through TxDOT procurement portal in Euna Procurement during the Question and Answer Period
5. Is the proposal complete if fees for all services are not entered and left blank in Euna Procurement?
 - A) Yes
 - B) No

RIGHT OF WAY PROCUREMENT WORKSHOP - PREAS EXERCISE 2

Read All The Words

1. A Request for Proposal requires a Caterer to have 5 years experience catering corporate events as a lead Caterer. The Respondent includes work history that shows experience as a Caterer in training for 1 year and experience as a lead Caterer for 4 years.

Question:

Does the Caterer meet the qualified work history as a lead Caterer to receive a contract award?

- A) Yes
- B) No

2. A Request for Proposal requires a Caterer to have 3 active licenses to deliver food for events. The Respondent has two active licenses, and the third license will expire before the proposal submission due date.

Question:

Does the Caterer meet the qualified license requirements to receive a contract award?

- A) Yes
- B) No

3. A Request for Proposal requires a Caterer to have completed 10 events each month in a year. The Respondent completed 10 events throughout the year.

Question:

Does the Caterer meet the required number of events to receive a contract award?

- A) Yes
- B) No

RIGHT OF WAY PROCUREMENT WORKSHOP - PREAS EXERCISE 3

Proposal Scoring

Instructions: Use the Request for Proposal information and review Natalie's Proposal to determine the maximum possible score for Qualifications and Experience.

Request for Proposal

Qualifications and Experience Scoring

Submission Deadline: September 1, 2025

Score Criteria – Maximum Possible Points is 5	
1 Point	<ul style="list-style-type: none">• Certified Catering Professional for less than 5 corporate catering events with over 100 guests.• For purposes of this specific RFP, the terms "Certified Catering Professional" is interchangeable with the term "Certified Catering Associate." Experience may not have been gained as a trainee.
3 Points	<ul style="list-style-type: none">• Certified Catering Professional for 6 to 15 corporate catering events with over 100 guests.
5 Points	<ul style="list-style-type: none">• Certified Catering Professional for 16 or more corporate catering events with over 100 guests and• Professional Designation.

1. As certified catering professionals are licensed under the National Association of Catering Events, verification of individual experience in a self-reporting log format is sufficient. Falsification of professional experience is a violation of the National Association of Catering Events and grounds for disqualification of the proposal in its entirety.
2. For purposes of this RFP, professional catering work experience that demonstrates your understanding of the scope of services to be provided must have been completed within the past 5 years.

RIGHT OF WAY PROCUREMENT WORKSHOP - PREAS EXERCISE 3

Proposal Scoring

Natalie Smith's Proposal

Certified Catering Professional Experience Log:

No. of Catering Events	Month and Year Work Completed	Type of Catering Event	Number of Guests
1	Jan 2016	Corporate	150
2	Jan 2020	Corporate	115
3	Sept 2022	Wedding	120
4	Oct 2022	Corporate	110
5	Jan 2023	Corporate	200
6	July 2023	Corporate	150
7	Dec 2023	Corporate	120
8	Jan 2024	Corporate	115
9	Jan 2024	Corporate	125
10	Jan 2024	Corporate	150
11	Feb 2024	Corporate	150
12	Mar 2024	Corporate	110
13	Apr 2024	Corporate	175
14	May 2024	Corporate	94
15	Jun 2024	Corporate	160
16	Jul 2024	Corporate	130
17	Jan 2025	Corporate	120
18			
19			
20			
No. of Catering Events		17	

Identifying your Professional Designation

- Do you have a Professional Designation?: ☒ Yes ☐ No
 - If you answered "Yes" to the question, complete the following:
 - Title of the Designation: Certified Catering Associate Certification 99-991111
 - Organization awarding the Designation: National Association for Catering and Events
 - The expiration date of your Designation: December 31, 2026

• **Question:** What is Natalie's Proposal Qualifications and Experience Score? _____

RIGHT OF WAY PROCUREMENT WORKSHOP - PREAS EXERCISE 3

Proposal Scoring

Instructions: Use the Request for Proposal information and review Natalie's Proposal to determine the maximum possible score for References.

Request for Proposal

References Scoring

Submission Deadline: September 1, 2025

Score Criteria – Maximum Possible Points is 5	
1 Point	Submit a copy of 1 (one) written Performance Evaluation or Reference Letter from a client that indicates satisfaction with your catering quality and your ability to meet event timelines within the past 5 years
3 Points	Submit copies of 2 (two) written Performance Evaluations or Reference Letters from clients that indicate satisfaction with your catering quality and your ability to meet event timelines within the past 5 years.
5 Points	Submit copies of 3 (three) written Performance Evaluations or Reference Letters from clients that indicate satisfaction with your catering quality and your ability to meet event timelines within the past 5 years.

1. Performance Evaluations or Reference Letters must address the Caterer's name, the work performed, and whether the work performed was on time and acceptable. The Performance Evaluations or Reference Letters must be related to different event services but may be from the same client.
2. For purposes of this RFP, professional catering work experience that demonstrates your understanding of the scope of services to be provided must have been completed within the past 5 years.

- **Question:** What is Natalie's Proposal References Score? _____

Corporate Industries, LLC

Caterer Performance Evaluation for a Corporate Catering Event

Caterer Name:	Natalie Smith
Contract Number:	6755498
Location:	Corporate Industries, LLC Headquarters Office
Event Date:	January 25, 2023
Date of Evaluation:	February 1, 2023

Services Provided	Total Score
Catering Services	7
Number of Guest Report	3
Catering Review	5
Quality of food provided	9
Quantity of food provided	9
Total Points:	33

Joe Bob

Corporate Industries, LLC President

Joe Bob

Signature

2/1/2023

Date

Caterer's Certification: I acknowledge that I have read this evaluation and discussed the conclusions with Corporate Industries, LLC. My signature does not necessarily mean that I agree with the evaluation. As an authorized representative, I understand that I have the opportunity to respond in writing within 30-days after the date of the debriefing meeting.

Natalie Smith

Caterer's Name

Natalie Smith

Signature

2/1/2023

Date

Greater Marketing Corporation
123 Business Avenue
Austin, TX 78701
(512) 555-0198
events@greatermarketingcorp.com

July 1, 2025

In Reference to Natalie Smith

To Whom It May Concern,

I am pleased to provide this reference for Natalie Smith, who provided catering services for Greater Marketing Corporation on July 10, 2024. The event hosted approximately 130 attendees and was held at our corporate headquarters in Austin, Texas.

Natalie's catering company was responsible for serving a variety of food throughout the day, including breakfast snacks, refreshments, and lunch. The quality of the food was excellent, and we received numerous compliments from our guests regarding both the taste and presentation.

All services were delivered on schedule, and Natalie and her team demonstrated professionalism and attention to detail throughout the event. We were highly satisfied with the catering and would gladly work with her again in the future.

Sincerely,

Jordan Ellis

Jordan Ellis
Event Coordinator
Greater Marketing Corporation