**Recommended Procedures for Open Meeting Notice to Interested Stakeholders Webpage regarding Proprietary Product**

INSTRUCTIONS:

1. The Engineer of Record that is managing the proprietary product should complete this process. This form template is located on the [“Proprietary Products” website on connect.ncdot.gov](https://connect.ncdot.gov/resources/Products/Proprietary_Products) [project template folder](https://connect.ncdot.gov/resources/Products/Proprietary_Products) “[TIP X-XXXX Contract CXXXXXX](https://connect.ncdot.gov/resources/Products/Proprietary_Products/Forms/AllItems.aspx?RootFolder=%2Fresources%2FProducts%2FProprietary%5FProducts%2FTIP%20X%2DXXXX%20Contract%20CXXXXXX&FolderCTID=0x0120000DCE5E0FAC86BB47BD00427CDA9E8E0C&View=%7B60594815%2D26F9%2D4448%2DAF76%2D80905D8DFD04%7D)”.
2. Ensure you have a virtual meeting “REGISTRATION LINK” *(i.e.* Microsoft Teams[*Create a Microsoft Teams Event with a Registration Link | NCDIT*](https://it.nc.gov/blog/2022/05/03/create-microsoft-teams-event-registration-link)*)* , GoToMeeting, WebEx, etc.) set-up for the public meeting.
3. Ensure the supporting documents and the *Proprietary Approval Form* and any supporting documents for the proprietary product manufacturer(s) is posted at the NCDOT public facing WEBSITE that supports this product to ensure it is a resource when advertised. This *Proprietary Approval Form* template is located on the [“Proprietary Products” website on connect.ncdot.gov](https://connect.ncdot.gov/resources/Products/Proprietary_Products) [project template folder](https://connect.ncdot.gov/resources/Products/Proprietary_Products) “[TIP X-XXXX Contract CXXXXXX](https://connect.ncdot.gov/resources/Products/Proprietary_Products/Forms/AllItems.aspx?RootFolder=%2Fresources%2FProducts%2FProprietary%5FProducts%2FTIP%20X%2DXXXX%20Contract%20CXXXXXX&FolderCTID=0x0120000DCE5E0FAC86BB47BD00427CDA9E8E0C&View=%7B60594815%2D26F9%2D4448%2DAF76%2D80905D8DFD04%7D)”.
   1. Modify all “yellow shaded” locations below and insert this in the request. You can modify the “yellow shaded” location or amend the “yellow shaded” location (ex. If the proprietary product was identified for multiple projects list all projects you are evaluating that proprietary product for.)
   2. *Indicate what advertisement date you want this advertised in your request (this is the date you want the document available to the public), Date/Time of the meeting, and registration link below:*

|  |
| --- |
| Advertisement date requested:  Public Meeting Date/Time:  “REGISTER NOW” Link (insert REGISTRATION LINK here):  Note: LINK below is the path to the “Proprietary Approval Form - Submit Prior to Mtg Form” for specific Product. |

Send this page and the following page to Amanda VanDerbroek ([avanderbroek@ncdot.gov](mailto:avanderbroek@ncdot.gov)), Jamie Kritzer ([jbkritzer@ncdot.gov](mailto:jbkritzer@ncdot.gov)), Jamille Robbins ([jarobbins@ncdot.gov](mailto:jarobbins@ncdot.gov)), and the Department’s Project Manager for NCDOT Public Event advertising (<https://www.ncdot.gov/news/events/Pages/default.aspx>).

**NCDOT NOTICE TO INTERESTED PARTIES - VIRTUAL OPEN MEETING ON PROPRIETARY PRODUCTS**

**FOR [PROJECT DESCRIPTION/PURPOSE]**

**STIP Project No. X-XXXX, Contract Number CXXXXXX**

The purpose of this meeting is to communicate the performance standards for the preferred product(s) and solicit alternatives from manufacturers that the Engineer will consider for approval on this project. The Engineer will give a presentation of the preferred product(s) during the virtual open meeting. Any additional product alternates, submitted prior to the meeting or during the meeting will be discussed by the manufacturer at this meeting.

**Municipality/County** – This open meeting is for any interested stakeholders to participate in a live virtual open meeting on DATE from TIME to learn more about the performance standards for alternates for the preferred product(s) for PROJECT DESCRIPTION/PURPOSE.

In accordance with [*GS 133-3*](https://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_133/GS_133-3.pdf), the following preferred product(s) is/are being considered for the project:

PRODUCT A as manufactured by MANUFACTURER A and PRODUCT B as manufactured by MANUFACTURER B. PRODUCT A as manufactured by MANUFACTURER A and MANUFACTURER B.

Documents related to this product will be open for inspection at the following location: WEBSITE or contacting ENGINEER OF RECORD NAME at ###-###-#### or EMAIL.

Anyone interested may sign up for the virtual open meeting by going to WEBSITE to review the preferred product(s), and anyone interested in learning about this product/these products or have an alternate option please click on the registration link below.

REGISTER NOW

The audience may submit questions via a chat box or EMAIL.

If you are a manufacturer interested in being considered for PRODUCT A, please fill out this form at this LINK and submit to ENGINEER OF RECORD NAME at EMAIL no less than 2 business days prior to the virtual open meeting on DATE and TIME.

If you are a manufacturer interested in being considered for PRODUCT B, please fill out this form at this LINK and submit to ENGINEER OF RECORD NAME at EMAIL no less than 2 business days prior to the virtual open meeting on DATE and TIME.