



## Consultant Procurement Office

### 2015 Virginia DBE Transportation Training Symposium

December 9, 2015

**Jeff Rodgers**

Director

Consultant Procurement Office

# Milestones of the Procurement Process

- **Advertise Procurement**
- **Receive Expressions of Interest**
- **Select Firm**
- **Negotiate Agreement**
- **Contract Award**

# Advertise Procurement

- **Request for Proposal**
  - eVA, Local Newspaper, VDOT Website
  - Description of the services to be provided
  - Estimated project cost or contract value
  - Procurement Schedule
  - Detailed Scope of Work
  - SF 330 forms
  - DBE/SWaM Goals
  - Expression of Interest Submittal Instructions
  - Present workload with the Department form
  - Consultant Short List Score Sheet

**Please Read the RFP!**

# Receive Expression of Interest

- **Falcon**
- **Be on time**
- **Reviewed for completeness**
- **Distributed to Selection Committee members**

# Select Firm

- **Scored by Selection Committee Members**
- **Short List meeting/posting**
- **Interviews/Technical Presentations**
- **Narratives**
- **Selection Announcement**

# Negotiation

- **Pre-Award Documentation**
  - Pre-Award Workbook
  - Certified Payroll
  - FAR Audit
  - Title VI Certification
  - Certificate of Insurance
- **Fixed Billable Rates**
- **Cost Plus Net Fee**

# Contract Award

- **Memorandum of Agreement**
  - **General Terms and Conditions**
  - **Special Terms and Conditions**
  - **Payments**
  - **Scope of Work**
- **Signed by Prime Firm**
- **Signed by VDOT Deputy Chief Engineer**
  
- **Sub-Consultant Agreement**



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