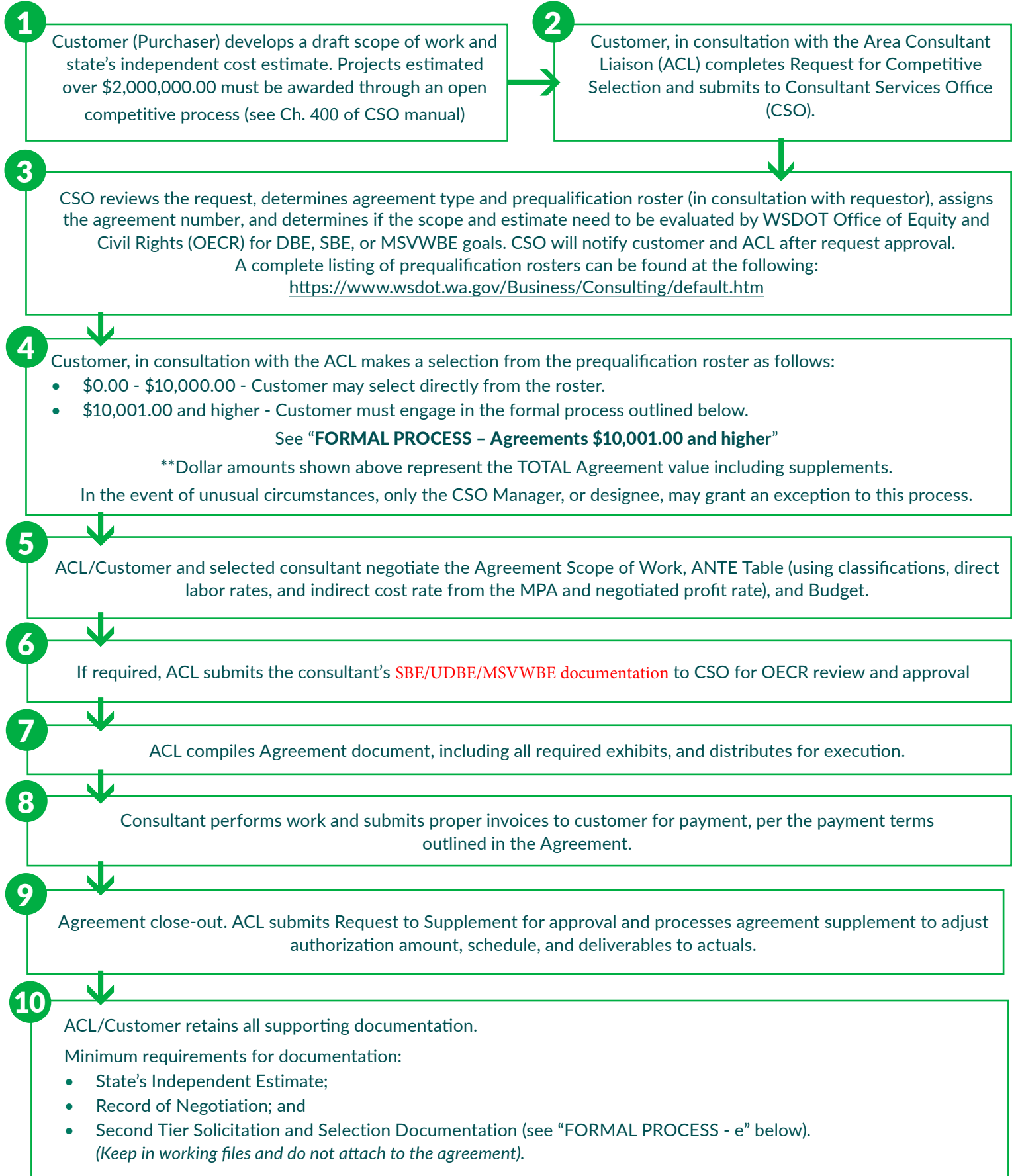


# Consultant Services - Prequalification Process – Request, Selection, and Agreement Negotiation



## FORMAL PROCESS – Agreements \$10,001.00 and higher:

- a. ACL and Customer develop Request for Additional Information (RFAI) documentation. For agreements estimated less than \$200,000.00, the page limitation for RFAI response should not exceed <3> written pages. For agreements estimated between \$200,000.00 and \$500,000.00, the page limitation for the RFAI response should not exceed <7> written pages. For agreements estimated more than \$500,000.00, the page limitation for the RFAI response should not exceed <11> written pages. Exceptions may be requested through written request to the HQ CSO office.
- b. Examples and Templates are available from HQ CSO if needed.
- c. ACL and Customer formally communicate, via email, the Second Tier Competition opportunity. The Request for Additional Information (RFAI) documentation shall be attached to the outgoing email. Cc [WSDOTCSO@wsdot.wa.gov](mailto:WSDOTCSO@wsdot.wa.gov).
- d. Consultants submit responses to ACL/Customer via email by the response due date and time specified in the RFAI. Submittal due date must be a minimum of 15 calendar days from RFAI distribution.
- e. ACL/Customer coordinates evaluation/scoring of all responding consultant responses. Evaluation panel must consist of a minimum of three independent WSDOT employees. CSO provides score sheet and confidentiality statement templates for independent scorers. Selection is made based on combined results of independent evaluations and interview scores. Selection must be communicated to all responding consultants. **Interviews or secondary conversations must be held with top three firms.**
- f. ACL/Customer retains all supporting solicitation and selection documentation.
- g. Minimum requirements for documentation:
  - List of firms you sent the “Request for Additional Information” (RFAI) to;
  - RFAI Documents, including copy of the email;
  - Copies of all responses; and
  - Justification for selection (score sheets, notes).
  - (Keep in working files and do not attach to the agreement).

### CSO Provides Templates and/or Examples of the following documents:

- Request for Competitive Selection and Request to Supplement
- Request for Additional Information (RFAI)
- Agreement Boilerplates
- Agreement Exhibits
- SBE and MSVWBE Plan Guidelines
- Record of Negotiation
- RFAI and Selection Correspondence (email examples)

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