

Consultant Advisory

2018-4

September 25, 2018

Changes to the Consultant Tier III QBS Selection Process

For all consultant RFP's advertised on or after **October 1, 2018**, the selection process will change for all Tier III (Engineer's estimate of \$1 Million or greater) Qualification Based Selection (QBS) projects. Tier III QBS projects will no longer require a two-step selection process, in which the initial selection team shortlists 3-5 consultants for final selection of the most qualified consultant by two members of the CSRT. The revised process will allow for a single consensus scoring team that consists of:

- Two CSRT members
- Three additional members, one of which must be from outside the Project Manager's Region, Division, or Office, depending on the Project Manager's work location

This single consensus scoring team will select the most qualified consultant without the need for a second selection step.

For Tier III Best Value, QBS/Low Bid, and Low Bid selections, one CSRT member will continue to participate on the selection team. Requirements for all under \$50,000, Tier I, and Tier II selections have not changed.

The Contract Services Division Selections Analyst will work with CSRT members to coordinate their participation on the applicable Tier III selection teams, however, it will still be the Project Manager's responsibility to schedule the selection team meetings for all participants.

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