

Procuring Professional Services

- Texas State law, Government Code, Title 10, Chapter 2254 “Professional Procurement Act”
- Professional services include the following:
 - Accounting, Architecture, Landscape Architecture, Land Surveying, Medicine, Optometry, Professional Engineering, Real Estate Appraising, Professional Nursing

Request for Qualification (RFQ) Process

- Statement of Qualifications/Standard Form 330, Part I & II
- Evaluation Criteria
 - Professional qualifications & past performance of the proposer (35 points)
 - Qualifications & references of key personnel from clients of recent similar projects (35 points)

Request for Qualification (RFQ) Process

- Project management, structure and methodology (25 points)
- Small business participation (5 points maximum for exceeding goal)

Evaluation Process

- Technical Evaluation Committee (TEC)
 - Typically 3-5 members
 - Appointed from a cross section of the organization
 - No supervisor/subordinate relationship
 - Committee members are requested to sign a confidentiality and conflict of interest form

Evaluation Process

- Evaluation Committee Procedures
 - Contract Administrator distributes submissions along with scoring methodology instructions
 - Committee members may present any information or superior personal knowledge they may have about submissions
 - Committee evaluates submissions solely on the criteria contained in the RFQ
 - Committee short-lists at least three (3) firms
 - Short-listed firms are invited for oral presentations
 - Short-listed firms are re-scored

Evaluation Process

- A recommendation is made to award contract(s) to the most qualified firm(s)
- Additional Committee reviews
 - Executive Selection Committee (ESC)
 - Board Selection Committee (BSC)

Post Evaluation Process

- METRO Board approves initiation of contract negotiation with recommended firm(s)
- Contract Administrator issues a Request for Proposal (RFP) requesting firm(s) rates
- METRO Audit Department audits firm(s) rates
- Contract Administrator negotiates rates
- Contract award