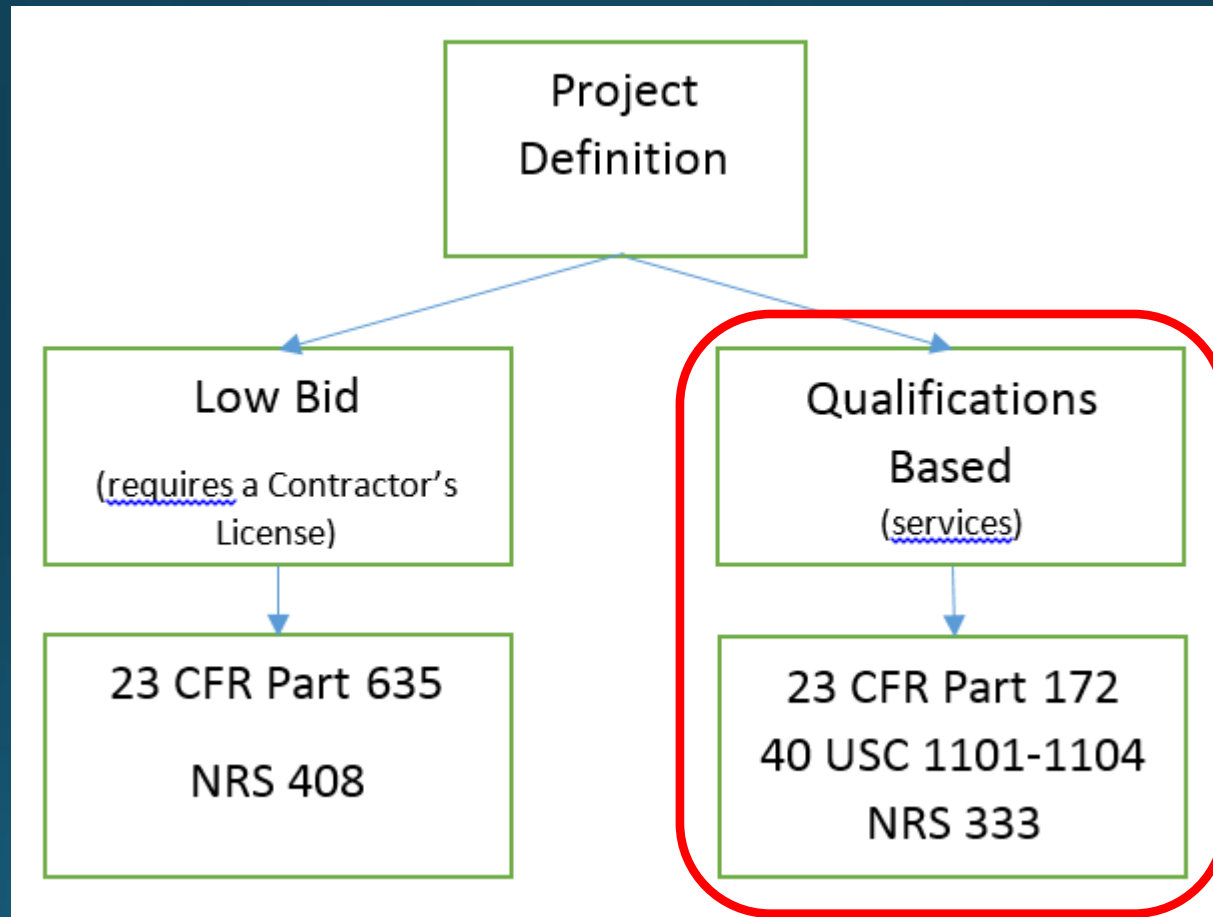


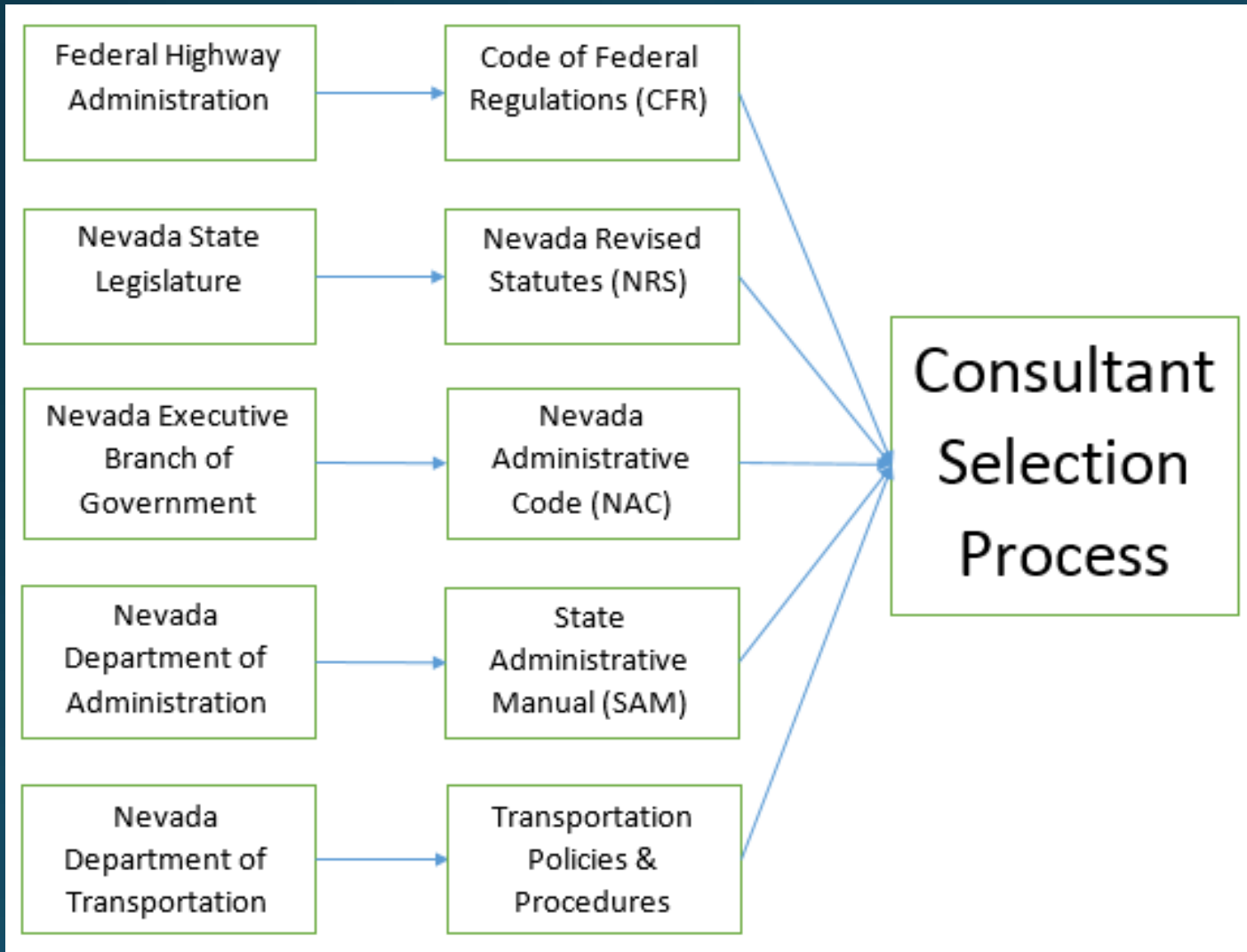
Nevada Department of Transportation

Consultant Procurement

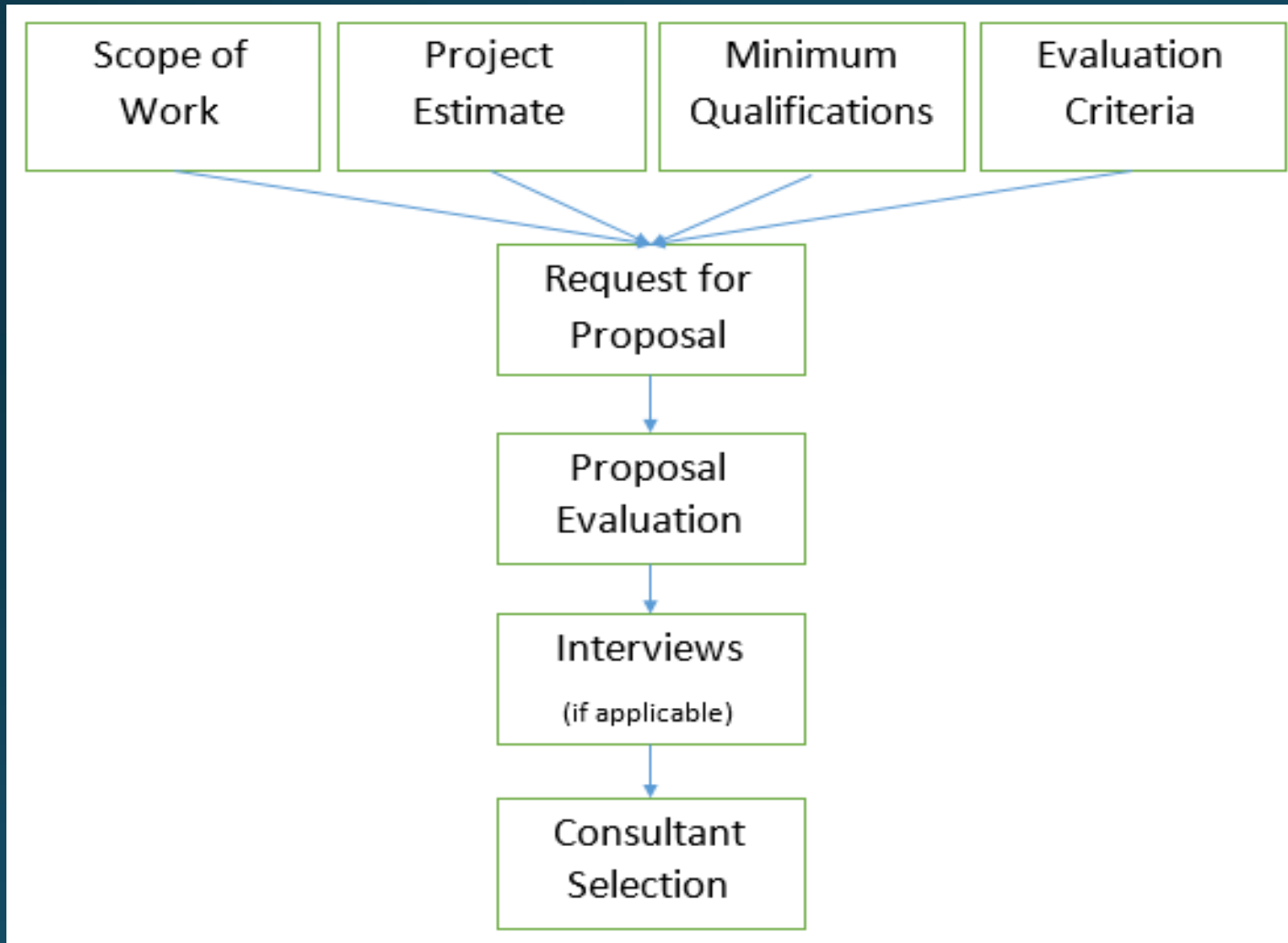
Procurement Types



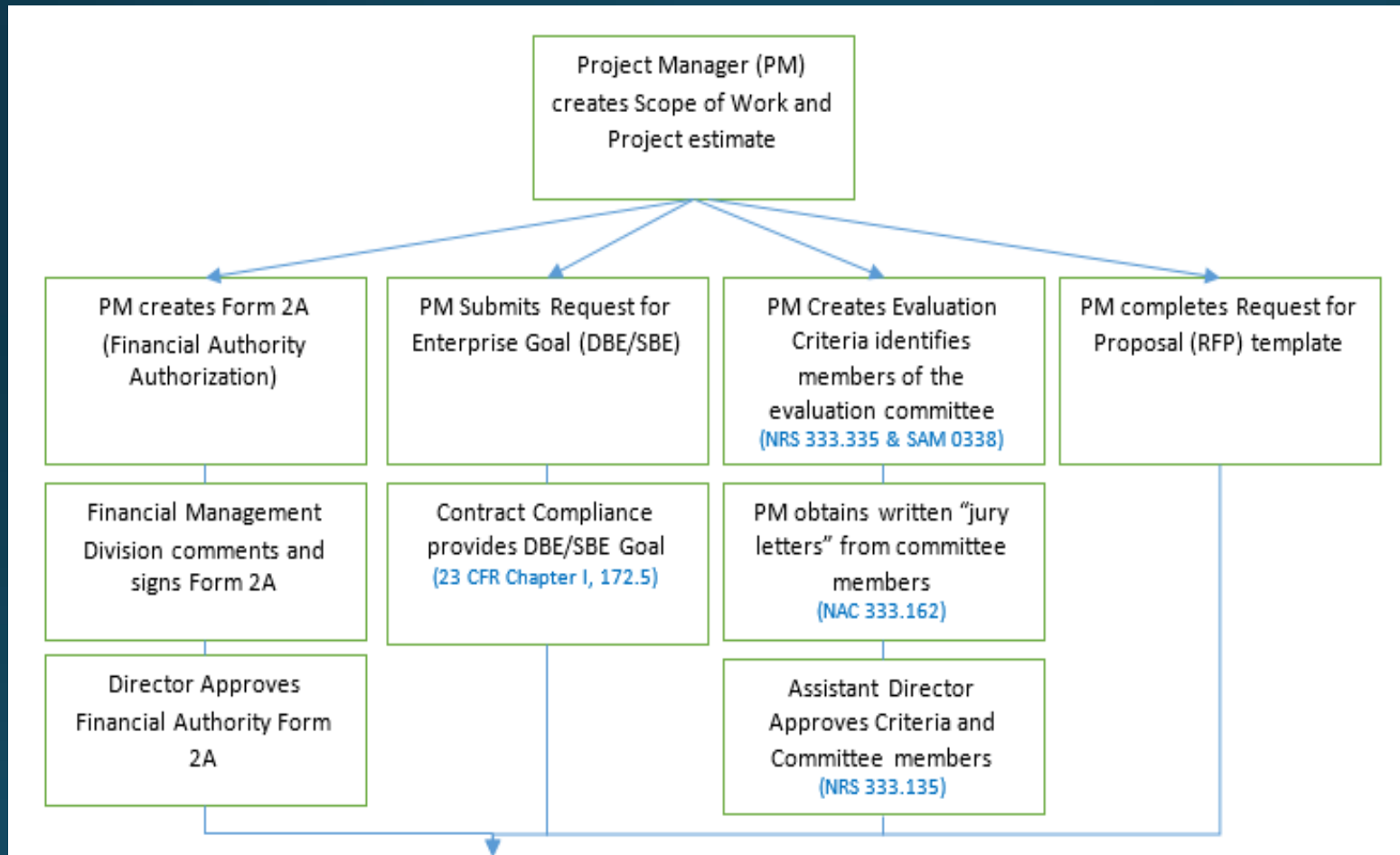
Consultant Selection Process Origins



Procurement Overview



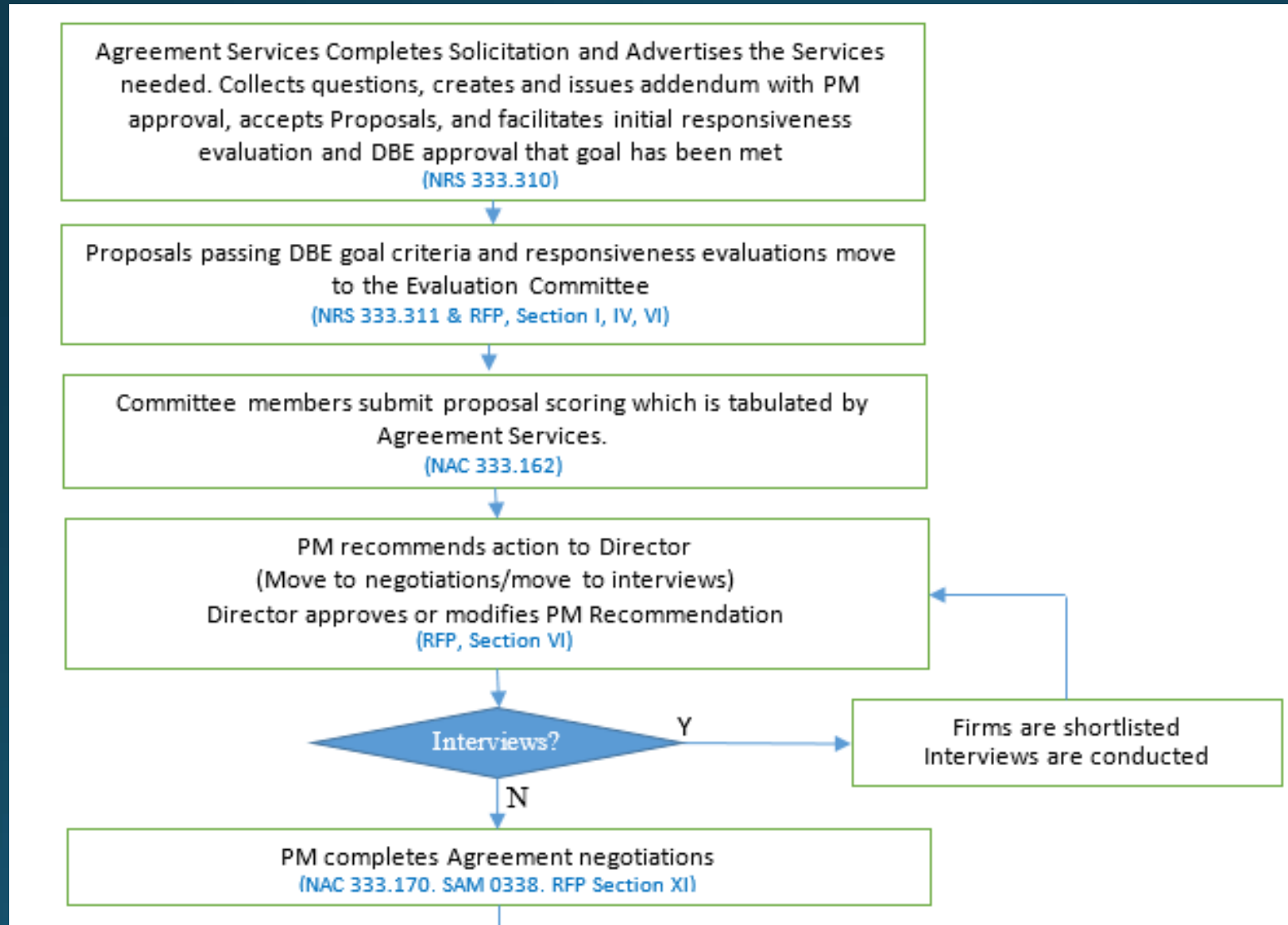
Creating the Request for Proposal



Requests for Proposal

- Defines the scope
- Specifies qualifications necessary
- Defines the criteria upon which proposals will be evaluated
- Details proposal requirements including:
 - Due date/time
 - How to request clarification (Q&A)
 - Insurance,
 - DBE requirements,
 - Format and layout of proposals,
 - Whether or not to include cost
 - Sample agreement language

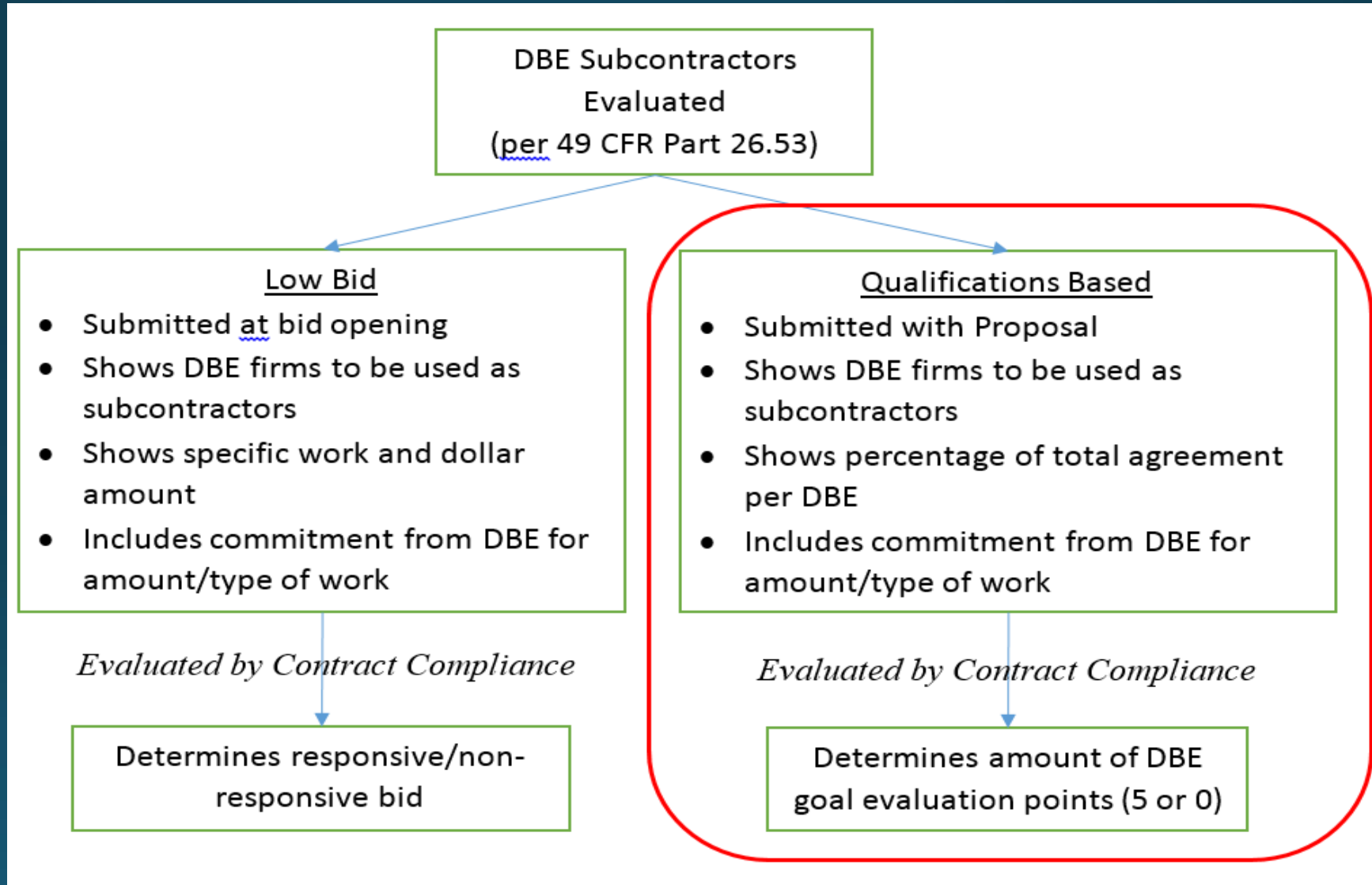
Evaluation and Selection



Proposal Submission

- Submitted electronically via NDOT's Electronic Procurement and Tracking system (ePats)
- Confidential until Notice of Award
- Evaluated for pass/fail requirements including:
 - Proposers meet required qualification criteria
 - Proposers have included necessary forms, affidavits, and information required per the RFP.
 - Firms failing the pass/fail stage are not evaluated by the evaluation committee

DBE Verification



Committee Evaluation

- Individually evaluate proposals and score confidentially and individually in ePats
- Agreement Services compiles individual rankings
- Project Manager can schedule a consensus meeting to have evaluators discuss their scores, or can accept individual scores
- Project Manager makes recommendation to Director to move to negotiations with a firm
- Director determines action
- Interviews are scheduled if applicable
- Project Manager makes recommendation to award to selected firm after negotiations are complete. Director approves award

Agreement

