

Attachment C-20

Requests for Qualifications (RFQ) for Professional Services

Under the Professional Services Procurement Act, 1993 (Texas Government Code 2254), a contract for the purchase of a personal or professional service is exempt from competitive bidding requirements. A Request for Qualifications (RFQ) for Professional Services may be announced or distributed to individuals or companies working in the area of the project. The request should include the following:

Overview of Request including:

- Introduction
- Background of Request
- Project Description and Objectives
- Project Schedule
- Coordination with Staff and Committee

Submittal Instructions for Respondents including:

- Documents Required for Submission
- Plan Development and Project Approach
- Proponent Information Questionnaire (attachment)

Statement of Qualifications including:

- Letter of Interest
- Firm Description and Brief History
- Financial and Insurance Information
- Experience and Services
- Scheduled Timeline for Completion
- References

Evaluation of Qualifications

- Criteria and Method of Selection
- Process of Review
- Notification

Limitations

Additional Information