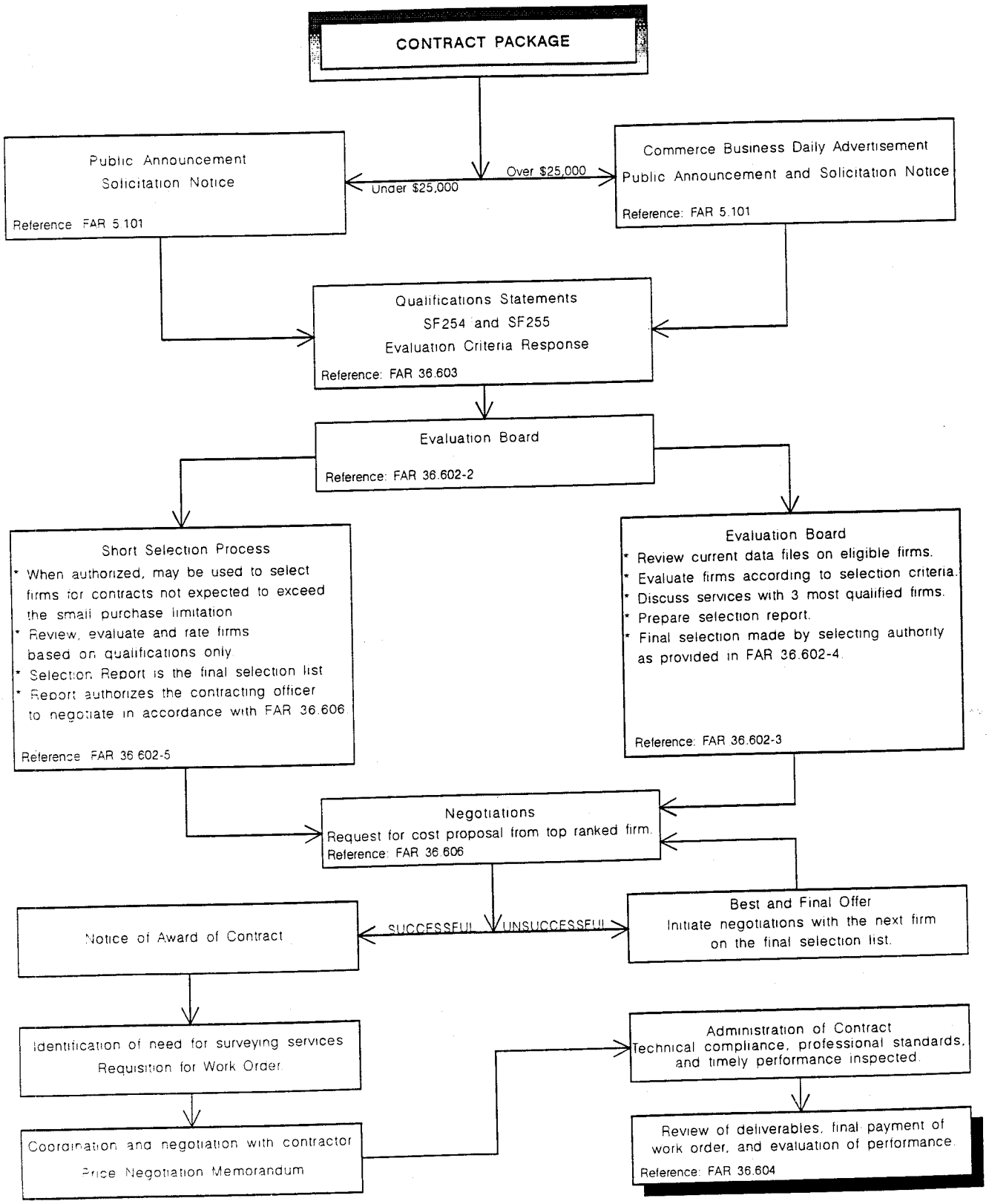
CONTRACT PACKAGE
Public Announcement
Solicitation Notice
Reference FAR 5.101
Under $25,000
Over $25,000
Commerce Business Daily Advertisement
Public Announcement and Solicitation Notice
Reference: FAR 5.101
Qualifications Statements
SF254 and SF255
Evaluation Criteria Response
Reference: FAR 36.603
Evaluation Board
Reference: FAR 36.602-2
Short Selection Process
* When authorized, may be used to select firms for contracts not expected to exceed the small purchase limitation
* Review, evaluate and rate firms based on qualifications only
* Selection Report is the final selection list
* Report authorizes the contracting officer to negotiate in accordance with FAR 36.606
Reference FAR 36.602-5
Evaluation Board
* Review current data files on eligible firms.
* Evaluate firms according to selection criteria.
* Discuss services with 3 most qualified firms.
* Prepare selection report.
* Final selection made by selecting authority as provided in FAR 36.602-4.
Reference: FAR 36.602-3
Negotiations
Request for cost proposal from top ranked firm.
Reference: FAR 36.606
SUCCESSFUL
UNSUCCESSFUL
Notice of Award of Contract
Best and Final Offer
Initiate negotiations with the next firm on the final selection list.
Identification of need for surveying services
Requisition for Work Order
Coordination and negotiation with contractor
Price Negotiation Memorandum
Administration of Contract
Technical compliance, professional standards, and timely performance inspected.
Review of deliverables, final payment of work order, and evaluation of performance.
Reference: FAR 36.604