



*The OFCC Pre-Qualified Consultant list contains professional service firms that have been “pre-qualified” to expedite the procurement process.*

### **BENEFITS OF USING THE LIST**

- *Pre-qualified firms*
- *Special expertise*
- *Expedited contracting*
- *Pay application processing*

### **VISIT THE OFCC WEBSITE**

*For a complete list of current consultants, please visit, <http://ofcc.ohio.gov/Opportunities.aspx>*

### **WHAT ARE THE OFCC PRE-QUALIFIED CONSULTANT LISTS?**

The OFCC Pre-Qualified Consultant Lists contain professional service firms that can be used on any OFCC or locally administered project. These Consultants have been “pre-qualified” through a Qualifications-based Selection (QBS) process and short-listed for expedited procurement on small projects or specialized tasks. The use of Consultants from one of the lists enables work to begin within 2 to 3 weeks from selection, resulting in significant savings of time and administrative expense.

The professional services covered by the Consultant Lists include: architecture, landscape architecture, engineering, surveying, project management, commissioning, educational planning, project auditing, claims evaluation, and neutral facilitation. These services can support the planning, design, or management of construction projects, the assessment of existing facilities or specialized tasks of a technical nature.

### **HOW ARE CONSULTANT FIRMS SELECTED?**

In accordance with ORC 153:1-1-02, professional design contracts must be awarded through the QBS process. Training, education and the experience of the firm’s personnel, their ability to handle workload, availability of qualified personnel, past performance and other factors are considered during the selection process.

### **USING THE LIST**

Using the OFCC Pre-Qualified Consultant List expedites selection for an agency’s small projects or specialized tasks. Each Consultant is eligible for contract awards up to \$250,000 during the current fiscal biennium. Firms are eligible for, but are not guaranteed, work during the biennium.

Once a pre-qualified Consultant has reached its \$250,000 Controlling Board approved limit, that firm has ‘maxed out’ its eligibility to enter into additional contracts for the remainder of that biennium.

### CURRENT PRE-QUALIFIED CONSULTANT

- architect and landscape architect services
- claims evaluation
- educational planning services
- energy and commissioning services
- engineering and surveying services
- neutral facilitation consulting
- owner agent services
- project auditing
- project management services

### PROFESSIONAL SERVICES MATRIX

The below chart displays the most expedient process allowed for the total contract value of a project or specialized task.

Total Contract Value (Fees)	How to Procure Consultant	Authority
< \$50K	Select 1 Consultant from List and Negotiate	ORC 153.71
\$50K - \$100K	Select 1 Consultant from List and Negotiate	OAC 153:1-1-02
\$100K - \$250K	Identify 3 Consultants, Select 1 and Negotiate	OAC 153:1-1-02
> \$250K	Use project-specific QBS Process	ORC 153.65-70

### IS THERE A FEE FOR USING THIS LIST?

Yes. There is a 10% markup on Consultant services (excluding reimbursables) when used on locally administered projects.

### HOW CAN WE ASSIST YOU?

If your agency is interested in using the OFCC Pre-Qualified Consultant List for your project or specialized task, the Commission will walk you through the process. Questions for you to consider prior to contacting us are:

1. How many projects do you have in the queue that may need consultant services?



2. Where are these projects located?
3. What are the estimated fees (including reimbursables) for each of the consultants you would like to use?
4. What is the timeline for each project?

Your responses to these questions will assist us in providing you with the information you need and in expediting your Consultant contract.

### ABOUT OFCC

OFCC is responsible for guiding capital projects for state agencies, state-supported universities and community colleges, including Ohio’s comprehensive public K-12 school construction and renovation program. The Commission also manages the State’s cultural facilities, school security, and community school classroom facilities grants programs.