
To: [Consultant]; [Consultant]; [Consultant]
Subject: Consultant List Project Opportunity, Pick 3 Selection; [Project Number - Project Name] Local Admin

Attach these documents:

- 1) Exhibit A Consultant Terms and Conditions (retrieve from OFCC Website the most recent document)
- 2) Exhibit B

The attached documents are just shown as a SAMPLE. Please attach your current documents.

Decide if you want interviews on this consultant list project.

Dear **[Consultants]**,

Please acknowledge receipt of this e-mail. Please send back an email to me.

We have elected to send this RFQ to **three firms(or more firms)** and make a **qualification-based or qualification-based with interviews selection**.

The firms are:

Firm A

Firm B

Firm C

Add in more firms, if necessary

This project will be locally administered by the **[Department]**. Consultant Terms and Conditions (Exhibit A), Scope of Services (Exhibit B), and Draft Agreement form are attached for your information. You will be required to utilize an executed OFCC standard Consultant Agreement for the described services. This project will be for the FY20-21 Consultant List Biennium.

You are invited to submit a Technical Proposal **(no fees)** based on the Scope of Services (attached). There is no need to include any overview or qualifications of your firm in general. We are most interested in the personnel who will be involved.

SUBMITTALS:

TECHNICAL PROPOSAL:

1. Please submit one (1) technical proposal indicating the scope of services and show how your firm will best implement the detailed program. Indicate similar projects and use types designed within the last 5 years.
 - a. Provide a detailed description of your proposed approach to understanding the budget, understanding the Owner's Goals, detail description of approach to project, description of project management and control including staffing of the project, proposed consultants, if any, communications and development of technical data.
2. Provide information on how you intend to address project control scheduling and documentation and the ability to produce the project within the period required. Demonstrate the ability to meet schedule deadlines.
3. Indicate a confirmation of the schedule for completion of documents by the date indicated in the Schedule of Services.

4. If Sub-consultants are proposed within your Scope of Services, indicate this work and identify them.
5. Your technical proposal is to be received no later than **[Deadline date and time]**.
Email to:

[Agency coordinator/ Agency Project Manager]
[Email address(es)]
6. Interviews will be held at the [Conference Room] located at [Project site or address where interviews will take place]. Each firm will have a total of **xx** minutes; xx minutes for their presentation followed by **xx** minutes of questions. If all the interview details is not known at the project opportunity time, you send, "Interviews for this project, will be **[Date]**. Further details will be forthcoming regarding the Interview location and times.
Delete this section; if you don't have interviews; then re-number the remaining items in this email.
7. Awarded firm will be notified by **[Date]**.
8. Deliberation will be completed and the selected firm will be notified to provide the **[Department]** with their Fee Proposal at **[Time]** on **[Date]**.
9. The State intends to enter into a single contract for the requested services described herein. Negotiations will then be held with **[Department]** to establish the final Scope of Services and Fee.
10. Your Technical proposal should not be more than 20 pages.

Please direct any questions you have to me and I will create a Q&A document and send it out to you all. Your name or company name will not be displayed on the Q&A.

We look forward to hearing from you,

[Agency Coordinator and contact information]