

## Consultant Services – On-Call Agreements Second Tier Competition Process Steps

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Prior to negotiating and executing task orders for services under the On-Call agreements, the need for a Second-Tier competition must be conducted as shown below. In the event of unusual circumstances, only the CSO Manager, or designee, may grant an exception to this process.

- \$0 - \$10,000 Customer may select directly from the list.
- \$10,001 - \$20,000 Customer must document discussions with at least 3 firms prior to selection.
- \$20,001 and higher Customer must engage in the formal process outlined below.

\*\* dollar amounts shown above represent the TOTAL task order value including amendments.

### FORMAL PROCESS – Task Orders of \$20,001 and higher:

1. Customer (Purchaser) develops a “draft scope of work” outline, including a cost estimate for the work scoped.
2. Customer, in consultation with either the Area Consultant Liaison (ACL) or HQ CSO determines appropriate On-Call Roster (Type of Work) to be utilized. A complete listing can be found at the following:

<http://www.wsdot.wa.gov/Business/Consulting/Agreements/default.htm>

3. Customer and ACL reviews On-Call Consultant roster and selects an appropriate number of related consultants for competition.

**Multiple firms.** Customer(s) shall solicit responses from "multiple firms" in selecting a consultant. "Multiple" firms mean a reasonable number of parties considering such factors as type of services needed, schedule, and availability. The offer is to be issued to, at a **minimum, not less than 50% of the firms on the list**. If fewer than 50% of the firms are contacted, an explanation is to be included in the contract file as to why more firms were not invited to participate.

*Note: if there are 6 or fewer qualified firms on the roster/list, the customer and ACL shall solicit all firms.*

4. ACL and Customer develop Request for Additional Information (RFAI) documentation. (See narrative process for more detailed RFAI information. i.e. page limitations, etc.)

*Note: Examples and Templates are available from HQ CSO if needed.*

5. ACL and Customer formally communicate, via email, the Second Tier Competition opportunity. The appropriate Request for Additional Information (RFAI) documentation shall be attached to the outgoing email.

**Recommended that HQ CSO staff be included as a cc.**

6. Consultants submit Responses to ACL/Customer via email by the Response Due Date & Time, as specified by the RFAI documentation.

7. ACL and Customer conduct evaluation of all responding consultant Responses and make selection.

8. ACL and Customer negotiate the Task Order Document (TOD). Upon execution of a final TOD, work may commence.

9. Consultant performs work and submits proper invoices to Customer for payment, per the Payment terms outlined in the Master On-Call Services Agreement.

### Consultant Services Staff Contact Information

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<http://wsdot.wa.gov/business/consulting>