



2nd Tier Competition Check List

Below is the minimum required for documentation of 2nd tier competition when selecting from WSDOT's statewide On-Call Rosters:

- List of who you sent the "Request for Additional Information" (RFAI) to;
- RFAI Documents, including copy of the email;
- Copies of all responses; and
- Justification for selection.

Note:

- *Make sure you have authorization from the Agreement Manager to pursue a task order utilizing their master agreements;*
- *Make sure the firms that you send it to have the capacity/time left on their master agreements to complete your Task; and*
- *When selection is complete and all documentation is attached, please make sure that this documentation package is included as back-up data to the Task Order that is generated from this process. (Keep with your copy of the Task Order in your working files and do not attach to the original Task Order, this is an internal WSDOT process only.)*