

Proposal Screening Checklist

Item	RFP Requirements	Meets	Does Not Meet	N/A
1	<p>Receipt. The proposal package was received on or prior to the deadline date and time stated in the RFP. Refer to the Proposal Receipt Log.</p> <p>DATE: _____ Time: _____ AM/PM (circle one).</p>			
2	<p>Per SB 252, Texas agencies are prohibited by law from conducting business with companies on this list and Investing Entities listed in Govt. Code 2270.001 (7) have divestment requirements related to any investments in these companies. Check link below for Prime Provider Name.</p> <p>https://comptroller.texas.gov/purchasing/publications/divestment.php</p>			
3	<p>Debarment - Verify that the prime provider is not on the list of FHWA excluded firms. Check link below for Prime Provider Name.</p> <p>https://www.SAM.gov</p>			
4	<p>Copies. The prime provider firm submitted the proposal package in the PDF format as attachments to an email sent to the mailbox designated in the RFP. The attachments to the email include one PDF file with the complete proposal package including all applicable attachments, and also separate PDF files for the proposal and each attachment. Attachments submitted as links to other sites (such as cloud servers or a firm website) are not allowed and may be considered non-responsive.</p> <p>Note: If the electronic PDF files are missing any of the attachments or parts of an attachment, check the other versions. If the missing information cannot be found in any of the PDF files, the proposal package will be considered non-responsive.</p> <p>If the names used for the electronic files do not follow the naming convention in the RFP, it is not a disqualification. Make a note in the comment field and discuss with the provider during debrief.</p>			
5	<p>Proposal: The number of pages within the proposal package does not exceed the number of pages specified in the RFP.</p> <p>Note: If more pages than specified, only the correct number of pages will be scored, the rest will be omitted. This is not subject to disqualification.</p>			
6	<p>Proposal: The proposal is in substantial compliance with the remainder of the formatting requirements identified in the RFP. A proposal will not be disqualified for minor formatting issues.</p>			
7	<p>Preclusion. If the RFP includes a preclusion statement, verify that the prime provider and all subproviders are not precluded from competing for the advertised contract. Address any disclosure or other requirement related to the management of conflicts of interest, as applicable.</p>			
8	<p>Core Team Restrictions. If the RFP includes a core team restriction statement, verify that the core team members are not submitted as core team members on other teams competing for this solicitation or others in this wave as applicable.</p>			
9	<p>General Attachments. The proposal package includes a completed Cover Page, Proposal, Subprovider Contact Information form, and Project Team Composition (PTC) form - Parts 1, 2, & 3. Additional Attachments may have been required such as the NLC template. If the electronic PDF files are missing any of the attachments or parts of an attachment, check the other versions. If the missing information cannot be found in any of the PDF files, the proposal package will be considered non-responsive.</p>			

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10	<p>Cover Page. All certification statements on the Cover Page are affirmatively checked "YES." If a certification statement is left blank or if one is checked "NO", then the proposal package will be considered non-responsive.</p>			
11	<p>Cover Page. The Cover Page includes prime provider's project manager's name and is signed and dated by the prime provider's project manager. Electronic signature is acceptable. If not signed, the proposal package will be considered non-responsive.</p> <p>The project manager identified on the Cover Page must match the project manager listed in the Proposal or the proposal package will be considered non-responsive.</p> <p>If a Deputy Project Manager is required in the RFP, the name must be included on the Cover Page, or the proposal package will be considered non-responsive.</p> <p>The Project Manager's license number must be included if the PM is required to be licensed in the RFP. The Deputy PM's license number must be included if a Deputy PM is required in the RFP. If the PM or Deputy PM license number is not included, this does not warrant disqualification if the Prime Provider Firm has checked "yes" on the first and fourth certification statements. Make a note for discussion if debriefed.</p>			
12	<p>Project Team composition form (PTC).</p> <p>- Prime provider and Subprovider names should match CCIS if precertified or check the Texas Comptroller's website at the following link: https://mycpa.cpa.state.tx.us/coa/Index.html</p> <p>At this time it is not necessary to check the comptroller's list for every prime and sub.</p> <ul style="list-style-type: none"> ▪ If the submitted name matches CCIS, that's good enough. ▪ If the submitted name does not match CCIS, then check the comptroller's list. <p>Note: At this time, if a prime's or subprovider's name does not exactly match the database, this does not warrant disqualification. Make a note for discussion if debriefed. For major discrepancies, contact PEPS-COE for guidance.</p>			
13	<p>PTC - DBE Goal. The form indicates the project team meets the assigned DBE goal. If not, for a DBE goal, demonstration of good faith effort documentation is attached.</p>			
14	<p>PTC - DBE Goal. For a DBE goal, each provider, prime or sub, listed to meet the assigned DBE goal is found in the TUCP Directory. Refer to the "Verification of DBE Certifications, Guidance and Instructions."</p>			
15	<p>PTC - DBE Goal. See "Verification of DBE Certifications, Guidance Instructions" to review the form.</p> <p>Subproviders: Each subprovider listed to meet the assigned DBE subcontracting goal must be DBE-certified in the NAICS Code applicable to the type of service being offered by that firm. A subprovider not DBE-certified in the NAICS Code applicable to the type of service being offered will not be counted toward the assigned DBE subcontracting goal. The proposal package will not be disqualified if the overall DBE goal has been met with qualified subproviders.</p> <p>Prime Providers: The DBE goal can be achieved through a DBE prime provider. <u>DBE prime providers do not</u> need to be screened for NAICS codes. If the prime provider is a DBE, and a DBE subprovider does not have an acceptable NAICS code, the proposal package is not subject to disqualification.</p>			

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16	<p>PTC Administrative Qualification - Summary Page . Each provider, prime or sub, proposing to perform engineering or design-related services must be either 1) administratively qualified with an effective indirect cost rate as of the Proposal deadline date or 2) determined to be eligible by the TxDOT Administrative Qualifications Group to use the federal safe harbor rate as of the Proposal deadline date. For each Solicitation, attach a highlighted copy of the Administrative Qualification Status (per PEPS Administrative Qualifications Group lists posted at: https://www.txdot.gov/business/consultants/architectural-engineering-surveying/list-of-firms.html) that shows the proposed team.</p>			
17	<p>PTC. The individual task leaders for the standard work categories are precertified in their respective categories, as proposed. If a proposed task leader is not precertified in the respective work category, make note of the discrepancy and then verify the status of the firm proposed to provide the task leader. If the firm proposed to lead the task has active precertification status and employs at least one individual that is precertified in the work category, do not disqualify. Refer to the "Firm Renewal Status and Verification of Precertification Guidance and Instructions."</p> <p>A firm providing a task leader must have active precertification status in that category in the CCIS database (http://www.dot.state.tx.us/des/precert/precrt1.htm) as of the Proposal deadline date. If the firm is inactive, and the Proposal closing date was on or before March 31, and the screening is performed after March 31, then additional steps are required to verify renewal status. Follow the additional verification steps outlined in the guidance referenced above before eliminating the proposal package.</p>			
18	<p>PTC. The project manager is no longer listed on the PTC form.</p> <p>A task leader identified in the Proposal should match the task leader listed on the PTC form for the same Work Category or the Proposal may be considered non-responsive.</p> <p>Not all task leaders on the PTC form need to be mentioned in the Proposal.</p> <p>If a person is mentioned in the Proposal but is not referenced as a task leader, the person does not need to be listed on the PTC form.</p>			
19	<p>Subprovider Contact Information. Verify that the form has been attached to the proposal package and that the form has been filled out and signed. Verify that the subprovider firms identified with "yes" under the column labeled "Subprovider is Part of the Team" are consistent with those identified as part of the Team on the PTC. This form must include the subprovider name and address, and should be consistent with the team members shown on the PTC. If a subprovider listed on the PTC is not included on the Subprovider Contact Information (SCI) form, the proposal package will not be disqualified. Per 49 CFR §26.53, a provider has up to contract execution to provide any corrections or missing information. The PcE will notify a provider that is selected for a contract that a revised SCI form must be received prior to contract execution to correct the inconsistency. Minor discrepancies such as missing signature, email address, phone number, and/or spelling errors, will not be subject for DQ.</p>			
20	<p>NLC Qualifications Template.(if applicable) The task leaders for the NLCs are qualified to perform their respective categories, as proposed.</p> <p>Note: Each NLC listed in the NLC Qualifications Template must be screened by the same person(s). If, in screener's opinion, the firm fails to demonstrate that it meets the minimum qualifications to perform the NLC work, and the PcE concurs, the proposal package is to be considered non-responsive and eliminated from further consideration. NLC screening documentation is retained with each proposal package.</p>			

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21	<p>Overall Consistency . The project team is consistent, as presented in the PTC, NLC Template, CCIS, and DBE Subprovider Contact Information form. - A minor discrepancy such as an inconsistent spelling does not automatically disqualify the proposal package, provided the intent is clear. If the makeup of the project team is not obvious, however, the proposal package is non-responsive.</p>			
	Screening Determination	Meets	Does Not Meet	
	<p>The proposal package MEETS / DOES NOT MEET the minimum qualifications as specified in the RFP. If the proposal package meets the minimum qualifications, it shall be long-listed for evaluation. If the proposal package does not meet the minimum qualifications, it shall be considered non-responsive and disqualified from further consideration.</p>			