



## Proposal Screening Checklist

Item	RFP Requirements Federal Process	Meets	Does Not Meet	N/A
1	<p><b>Receipt.</b> 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><b>DATE:</b> _____ <b>Time:</b> _____ <b>AM/PM (circle one).</b></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><a href="https://comptroller.texas.gov/purchasing/publications/divestment.php">https://comptroller.texas.gov/purchasing/publications/divestment.php</a></p>			
3	<p><b>Debarment</b> - Verify that the prime provider is not on the list of FHWA excluded firms. Check link below for Prime Provider Name.</p> <p><a href="http://www.SAM.gov">http://www.SAM.gov</a></p>			
4	<p><b>Copies.</b> The prime provider firm submitted the proposal package in the PDF format on a USB Flash Drive and one duplicate original proposal package on paper. The USB Flash Drive contains one PDF file with the complete proposal package including all applicable attachments, and also separate PDF files for the proposal and each attachment.</p> <p>Note: Failure to submit either the USB Flash Drive or the paper version will result in the proposal package being considered non-responsive. If the electronic PDF files or the paper version is 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 or the paper copy, the proposal package will be considered non-responsive.</p> <p>If the proposal package is stapled, it is not subject for disqualification. 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><b>Proposal:</b> 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><b>Proposal:</b> 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><b>Preclusion.</b> 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><b>Core Team Restrictions.</b> 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><b>General Attachments.</b> The proposal package includes a completed Cover Page, Proposal, Subprovider Contact Information form, and Project Team Composition (PTC) form - Parts 1, 2, &amp; 3. Additional Attachments may have been required such as the NLC template. If the electronic PDF files or the paper version is 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 or the paper copy, the proposal package will be considered non-responsive.</p>			
10	<p><b>Cover Page.</b> 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>			

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11	<p><b>Cover Page.</b> 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>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><b>Project Team composition form (PTC).</b></p> <ul style="list-style-type: none"> <li>- Prime provider and Subprovider names should match CCIS if precertified or check the Texas Comptroller's website at the following link: <a href="https://mycpa.cpa.state.tx.us/coa/Index.html">https://mycpa.cpa.state.tx.us/coa/Index.html</a></li> </ul> <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"> <li>▪ If the submitted name matches CCIS, that's good enough.</li> <li>▪ If the submitted name does not match CCIS, then check the comptroller's list.</li> </ul> <p><b>Note:</b> 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><b>PTC - DBE Goal.</b> 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><b>PTC - DBE Goal.</b> 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><b>PTC - DBE Goal.</b> See "Verification of DBE Certifications, Guidance Instructions" to review the form.</p> <p><b>Subproviders:</b> 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><b>Prime Providers:</b> The DBE goal can be achieved through a DBE prime provider. <u>DBE prime providers do not need to be screened for NAICS codes.</u> 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>			
16	<p><b>PTC Administrative Qualification - Summary Page</b> . 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. (See <a href="http://www.txdot.gov/inside-txdot/division/design/professional-services/qualifications.html">http://www.txdot.gov/inside-txdot/division/design/professional-services/qualifications.html</a> .) For each Solicitation, attach a highlighted copy of the Administrative Qualification Status (per PEPS Administrative Qualifications Group list posted at: <a href="http://ftp.dot.state.tx.us/pub/txdot-info/des/cco/professional_services/qualified_firms.pdf">http://ftp.dot.state.tx.us/pub/txdot-info/des/cco/professional_services/qualified_firms.pdf</a>) that shows the proposed team.</p>			

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17	<p><b>PTC.</b> The individual task leaders for the standard work categories are precertified in their respective categories, as proposed. Refer to the "Firm Renewal Status and Verification of Precertification Guidance and Instructions."</p> <p>The "firms" that employ the task leaders for the standard work categories have an active status in the CCIS database (<a href="http://www.dot.state.tx.us/des/precert/precrt1.htm">http://www.dot.state.tx.us/des/precert/precrt1.htm</a>) 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><b>Subprovider Contact Information.</b> 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 must be consistent with the team members shown on the PTC. Minor discrepancies such as missing signature, email address, phone number, and/or spelling errors, will not be subject for DQ.)</p>			
19	<p><b>NLC Qualifications Template.(if applicable)</b> The task leaders for the NLCs are qualified to perform their respective categories, as proposed.</p> <p><b>Note:</b> 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>			
20	<p><b>Overall Consistency .</b> 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>			
	<b>Screening Determination</b>	<b>Meets</b>	<b>Does Not Meet</b>	
	<p>The proposal package <b>MEETS / DOES NOT MEET</b> 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>			