

**Statement of Qualifications (SOQ)
Screening Checklist**

Item	RFQ Requirements	Meets	Does Not Meet	N/A
1	<p>Receipt. The SOQ was received on or prior to the deadline date and time stated in the RFQ. Refer to the SOQ Receipt Log. 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. https://comptroller.texas.gov/purchasing/publications/divestment.php</p>			
3	<p>Debarment - Federal Funds Only. Verify that the prime provider is not on the list of FHWA excluded firms. https://www.SAM.gov Step-by-step guidance for using this site can be found on the PEPS website: <i>Required Verification for FHWA Excluded/Debarred Firms</i> https://tntoday.dot.state.tx.us/PEPS/Documents/Site%20Documents/Provider%20Selection/Exclsn-Debar.pdf</p>			
4	<p>Copies. The prime provider firm submitted the SOQ package in the PDF format as attachments to an email sent to the mailbox designated in the RFQ. The attachments to the email include one PDF file with the complete SOQ document and all applicable attachments, and also separate PDF files for 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. 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 SOQ will be considered non-responsive. If the names used for the electronic files do not follow the naming convention in the RFQ it is not a disqualification. Make a note in the comment field and discuss with the provider during debrief.</p>			
5	<p>Preclusion. If the RFQ 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>			
6	<p>Core Team Restrictions. If the RFQ 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>			
7	<p>General Attachments. The SOQ includes a completed Cover Page, Question & Response (Q&R) Template, and Protect 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 SOQ will be considered non-responsive.</p>			
8	<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 SOQ will be considered non-responsive.</p>			



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9	<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 SOQ package will be considered non-responsive.</p> <p>The project manager identified on the Cover Page must match the project manager listed on the Questions & Response Template or the SOQ package will be considered non-responsive.</p> <p>If a Deputy Project Manager is required in the RFQ, the name must be included on the Cover Page, or the SOQ 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 RFQ. The Deputy PM's license number must be included if a Deputy PM is required in the RFQ. 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>			
10	<p>Project Team composition form (PTC).</p> <ul style="list-style-type: none"> - 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>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>			
11	<p>PTC - HUB Goal. The form indicates the project team meets the assigned aspirational HUB goal. If not, the HUB Subcontracting Plan (HSP) and/or other supporting documentation, demonstrates a good faith effort of compliance or Self Performing Justification and Affirmation have been completed. Reference the HUB section of the RFQ for specific HUB criteria and exceptions.</p>			
12	<p>PTC. For a HUB goal, each subprovider listed to meet the assigned HUB goal has acceptable HUB Expire date or Off HUB date. A firm's HUB certification is acceptable if:</p> <ul style="list-style-type: none"> • The firm's HUB status is Active and its HUB Expire Date is current <p>Refer to the "Verification of HUB Certifications, Guidance and Instructions."</p>			
13	<p>PTC. At this time, it is not necessary to check the NIGP codes, if the provider has the applicable precertification qualifications. This is not a disqualification item.</p>			
14	<p>HUB Subcontracting Plan (HSP). For a HUB goal, the SOQ includes a completed HSP, using the most current version. Using a different version is a reason for disqualification . Make a note in the comments and on the HSP review form. Use the HSP Review Form to review for applicability. (Each HSP must have a completed HSP Review Form 2576)</p> <p>http://txeform/txdoteforms/GetForm?formName=/2576.pdf&appID=/CIV&status=/reportError.jsp&configFile=WFServletConfig.xml</p> <p>For all non-compliant HSPs, obtain concurrence from CIV-HUB. (see page 6 from the HUB Form 2576 Guidance & Instructions. http://crossroads/org/des/cco/Doc/ProviderSelection/NOI/HUB_2576.pdf)</p> <p>The SOQ will be considered non-responsive if the HSP is not signed by the provider.</p>			
15	<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>			

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16	<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>			
17	<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 SOQ 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 SOQ is not subject to disqualification.</p>			
18	<p>PTC. Administrative Qualification - Summary Page. (Comprehensive, Streamlined, or Accelerated Process). A firm that is not exempt must be administratively qualified or accept the TxDOT developed rate during the selection process. It is not necessary to check this item at this time in the process.</p>			
19	<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 SOQ deadline date.</p> <p>If the firm is inactive, and the SOQ 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 SOQ.</p>			
20	<p>PTC. The project manager is no longer listed on the PTC form.</p> <p>A task leader identified in a Question & Response Template should match the task leader listed on the PTC form for the same Work Category or the SOQ may be considered non-responsive.</p> <p>Not all task leaders on the PTC form need to be mentioned in the Questions & Response Templates.</p> <p>If a person is mentioned in a Question & Response Template but is not referenced as a task leader, the person does not need to be listed on the PTC form.</p>			
21	<p>Subprovider Contact Information (For use with Federal Process and Federally Funded RFQs only).</p> <p>Verify that the form has been attached to the SOQ 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 SOQ 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>			

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22	<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 SOQ is to be considered non-responsive and eliminated from further consideration. NLC screening documentation is retained with each SOQ.</p>			
23	<p>Overall Consistency . The project team is consistent, as presented in the PTC, NLC Template, CCIS, and HSP (state funded- HUB) or DBE Subprovider Contact Information form (federal funded DBE). - A minor discrepancy such as an inconsistent spelling does not automatically disqualify the SOQ, provided the intent is clear. If the makeup of the project team is not obvious, however, the SOQ is non-responsive.</p>			
Screening Determination		Meets	Does Not Meet	
	<p>The SOQ MEETS / DOES NOT MEET the minimum qualifications as specified in the RFQ. If the SOQ meets the minimum qualifications, it shall be long-listed for evaluation. If the SOQ does not meet the minimum qualifications, it shall be considered non-responsive and disqualified from further consideration.</p>			