# Proposal Screening Checklist
## Federal Process

| Criteria | RFP Requirements | Pass | Fail |
|---|---|---|---|
| Cover Page Certifications (Criterion B-1) | All the certification statements are checked yes. | | |
| Cover Page Screening (Criterion B-2) | The Prime Provider Project Manager is an employee of the prime firm and has entered the required license information. The project manager identified in the cover page questionnaire must match the project manager listed in the proposal or the proposal will be considered non-responsive. If required in the RFP, the Deputy PM is listed on the cover page, is an employee of the prime firm, and has entered the required license information. | | |
| Prohibited Agency (Criterion C-1) | 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 | | |
| Debarred Agency (Criterion C-2) | Verify that the Prime Provider firm is not on the list of FHWA excluded firms at https://www.sam.gov/. | | |
| Proposal within Page Limits (Criterion C-3) | The number of pages within the proposal package does not exceed the number of pages specified in the RFP. If the proposal contains more pages than specified, only the correct number of pages will be scored, the rest will be omitted. This is not a disqualification. | | |
| Proposal Formatted Correctly (Criterion C-4) | 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. | | |
| Not Precluded (Criterion C-5) | 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. | | |
| Follows Core Team Restrictions (Criterion C-6) | 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. | | |
| PTC DBE Goal Good (Criterion C-7) | The project team meets the assigned DBE goal. If not, demonstration of good faith effort documentation is attached. Each prime and sub firm listed to meet the assigned goal is found in the TUCP Directory. Refer to the "Verification of DBE Certifications, Guidance and Instructions." <br><br> Subproviders: Each subprovider listed to meet the goal must be certified in the NAICS Code applicable to the type of service being offered by that firm. If not, the firm cannot be counted toward the assigned DBE goal. The proposal package will not be disqualified if the overall DBE goal is met with qualified subproviders. <br><br> Prime Providers: A DBE prime provider may be counted toward the goal. DBE prime providers do not need to be screened for NAICS codes. If the prime is a DBE firm, and a subprovider does not have an acceptable NAICS code, the proposal will not be disqualified. | | |

Texas Department of Transportation

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| PTC Firms AQ (Criterion C-8) | Each prime or sub firm proposing to perform engineering or design-related services must be either 1) administratively qualified (AQ) as of the proposal deadline date or 2) determined to be eligible by the TxDOT AQ Group to use the federal safe harbor rate as of the Proposal deadline date. Verify the AQ status of firms and save a highlighted copy in the procurement file on the P drive for each response (per PEPS AQ list posted at: https://www.txdot.gov/business/consultants/architectural-engineering-surveying/list-of-firms.html). | | |
| PTC Task Leaders Precertified (Criterion C-9) | The task leader for each work category is precertified in the category. If not, verify the status of the firm proposed to provide the task leader. If the firm has active precertification status and employs at least one individual that is precertified in the work category, do not disqualify. 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. See the PEPS guidance: Firm Renewal Status and Verification of Precertification Guidance and Instructions. | | |
| PTC Task Leaders Consistent (Criterion C-10) | 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. Not all task leaders on the PTC form need to be mentioned in the proposal. 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. | | |
| Subprovider Information Good (Criterion C-11) | 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. If a subprovider listed on the PTC is not included on the form, the proposal package will not be disqualified. Minor discrepancies such as missing signature, email address, phone number, and/or spelling errors, will not be subject for DQ. | | |
| Overall Consistent (Criterion C-12) | 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. | | |
| Screening Determination (Criterion C-13) | The screener must determine if the proposal package passes or fails the minimum qualifications as specified in the RFP. If the proposal package passes, it shall be long-listed for evaluation. If the proposal package fails, it shall be considered non-responsive and disqualified from further consideration. The decision will be confirmed by the procurement engineer and service center manager in the subsequent screening groups. | | |