

# *Is Your Selection Process Attracting the Right Consultants?*

*Best Practices, Benefits and Insights to  
Using a Qualifications Based Selection (QBS)*



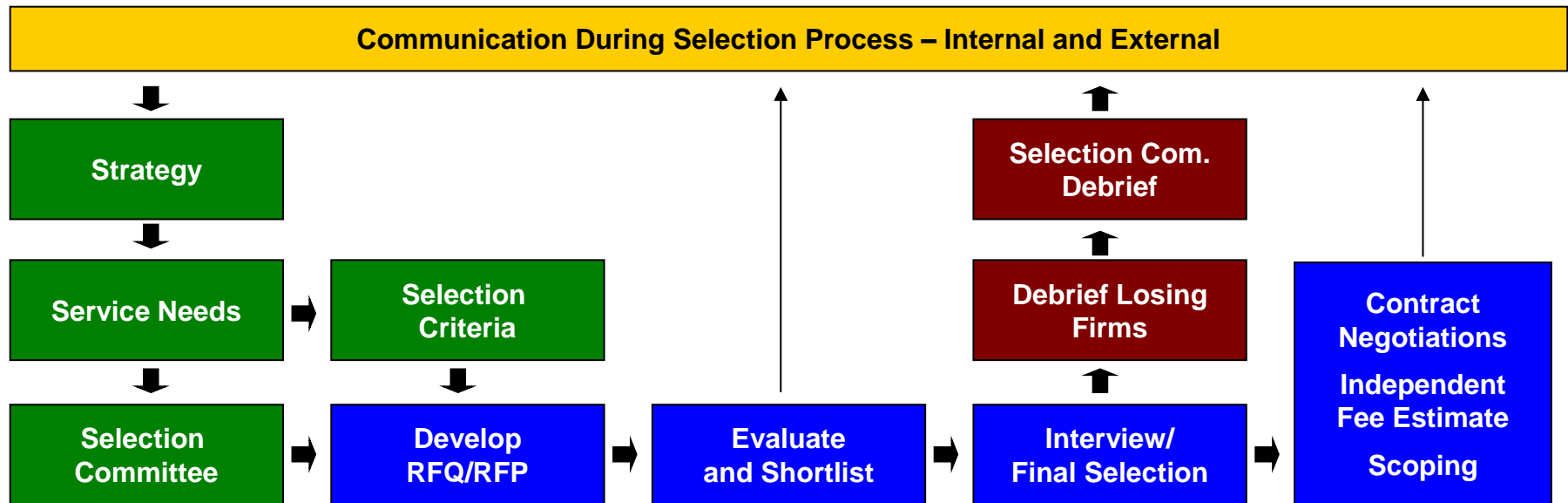
# Have You Reviewed Your Selection Process Lately?

- **Do you have a written process?**
- **Is your process turning away consultants from future advertisements?**
- **Is it timely and efficient?**
- **Is it consistent from project to project?**
- **Are you attracting the most qualified firms?**
- **What is the true cost of the process for firms?**
- **Can the process be improved?**

# Best Practices to Improve the Process

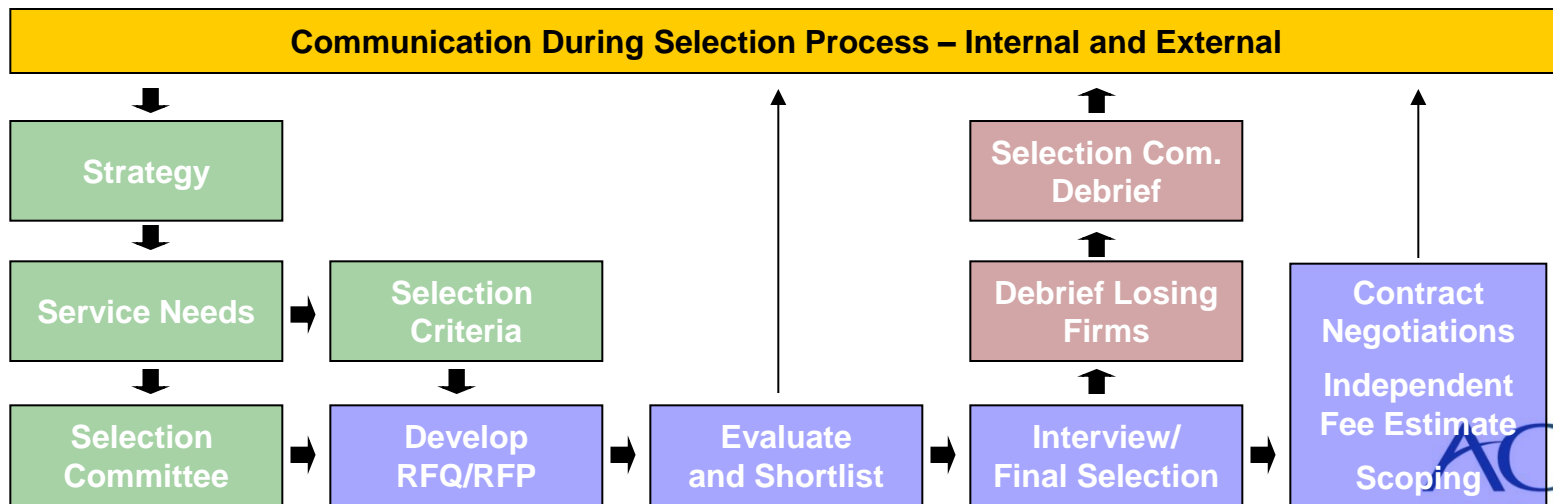
- **Consultant Selection**
  - Communication
  - Selection Strategy
  - Process
  - Cost of Proposal Development
- **Benefits of Using Qualifications Based Selection (QBS)**

# Consultant Selection...



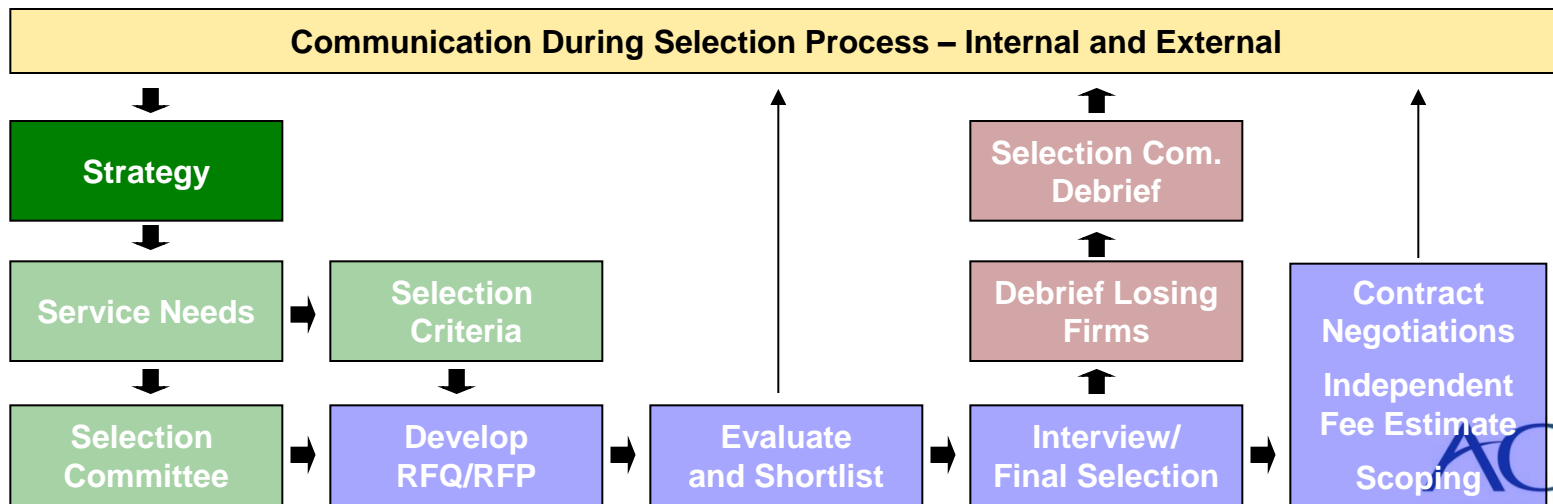
# Communication...

- **Internally – Sponsor:**
  - continuous: inception to contract
  - identified goals and objectives for process
- **Externally – Consultants:**
  - provide understanding of needs (scope, schedule, etc.)
  - allows for consultant creativity



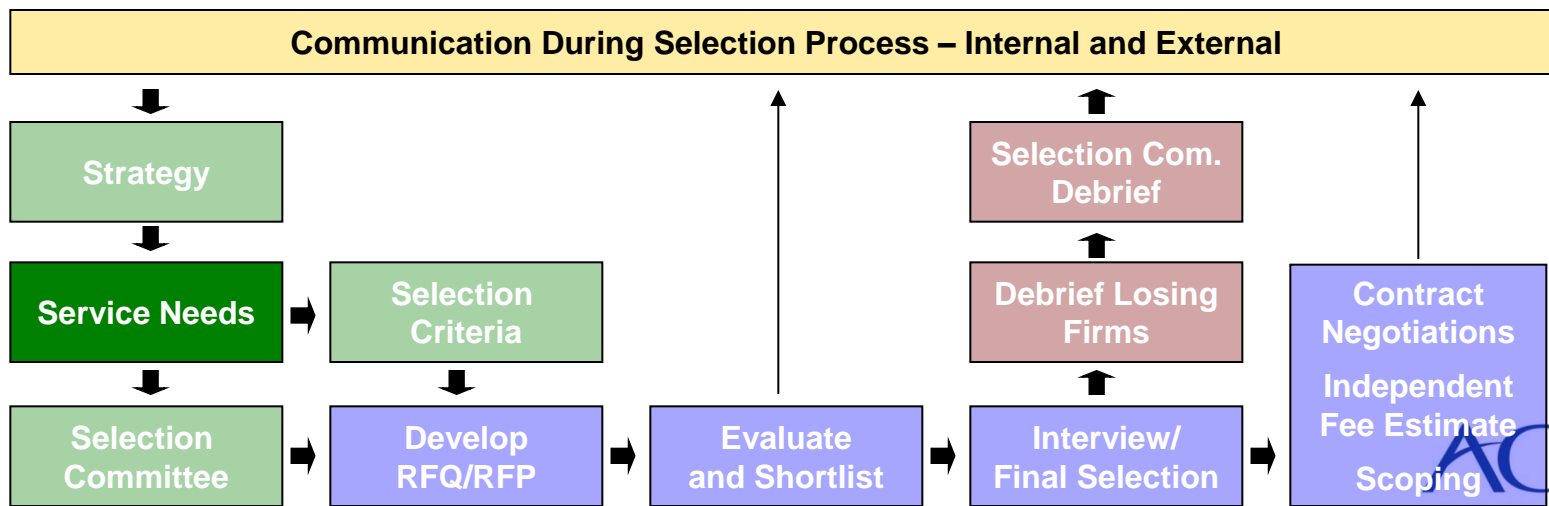
# Selection Strategy

- **Good plan delivers positive benefits:**
  - efficient use of sponsor and consultants' time
  - obtains most qualified consultants
  - minimizes/eliminates legal issues later
  - sponsor satisfied with selection
- **Feedback from recent selection processes**



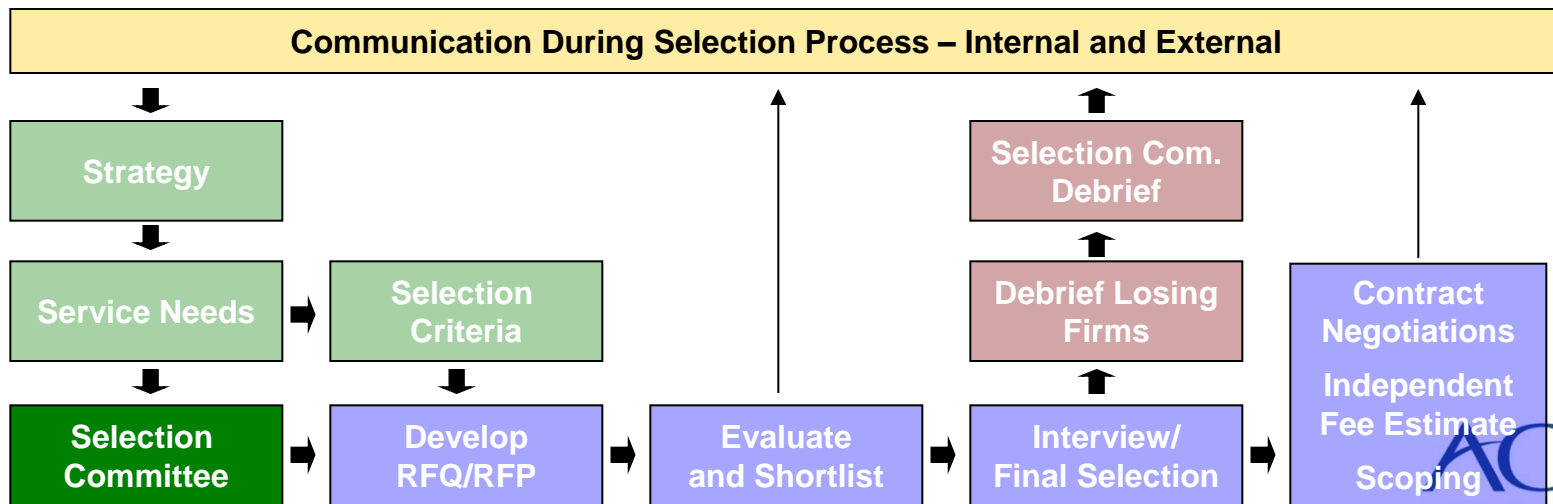
# Service Needs

- Define service needs: planning, A&E, on-call
- Develop detailed project description
- Budget expectations
- Schedule expectations
- Additional separators



# Choose Selection Committee

- Free from any conflict of interest
- Knowledgeable of the project's technical requirements
- At least 3 members
- Written code of conduct

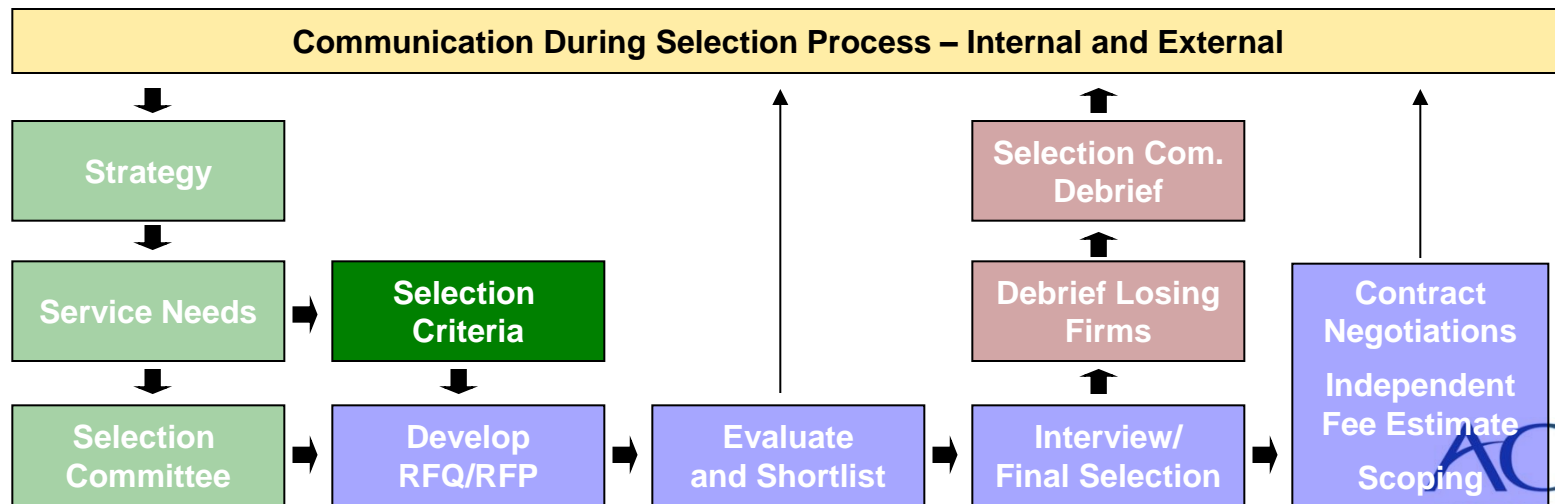




# Define Selection Criteria

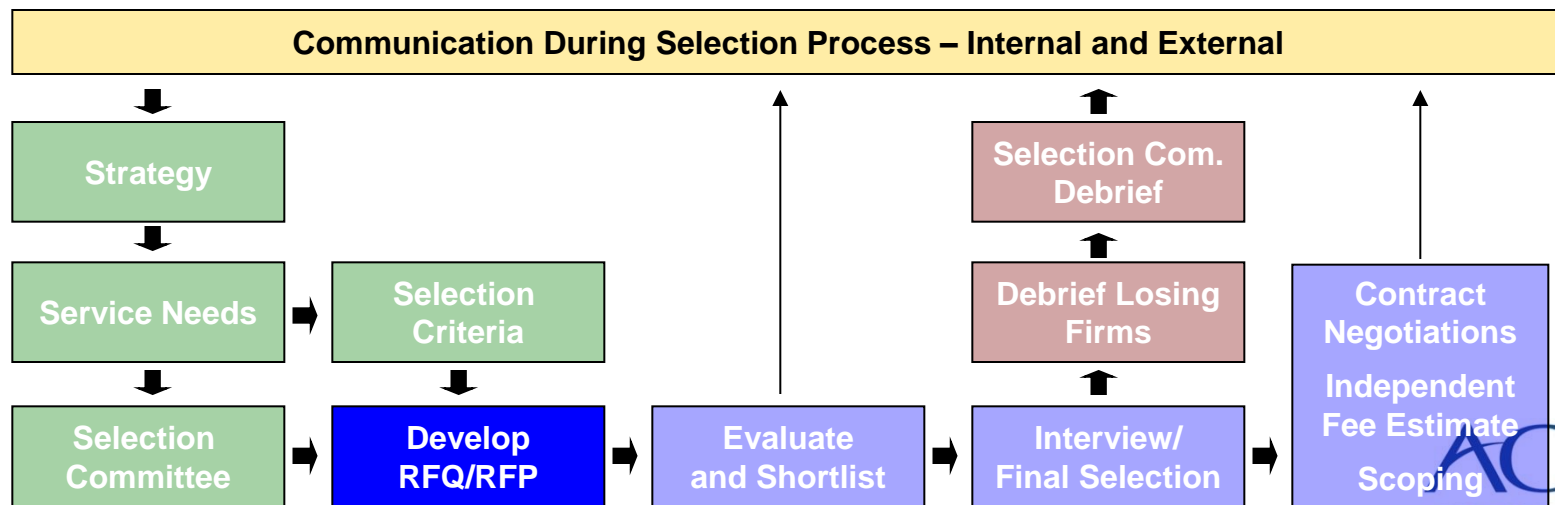
Transparent scoring matrix that emphasizes the Sponsor's strategy and service needs without bias to any one firm. Typical examples of criteria:

- understanding of the project
- key personnel qualifications and experience
- firm's qualifications and recent experience
- ability to meet project schedule



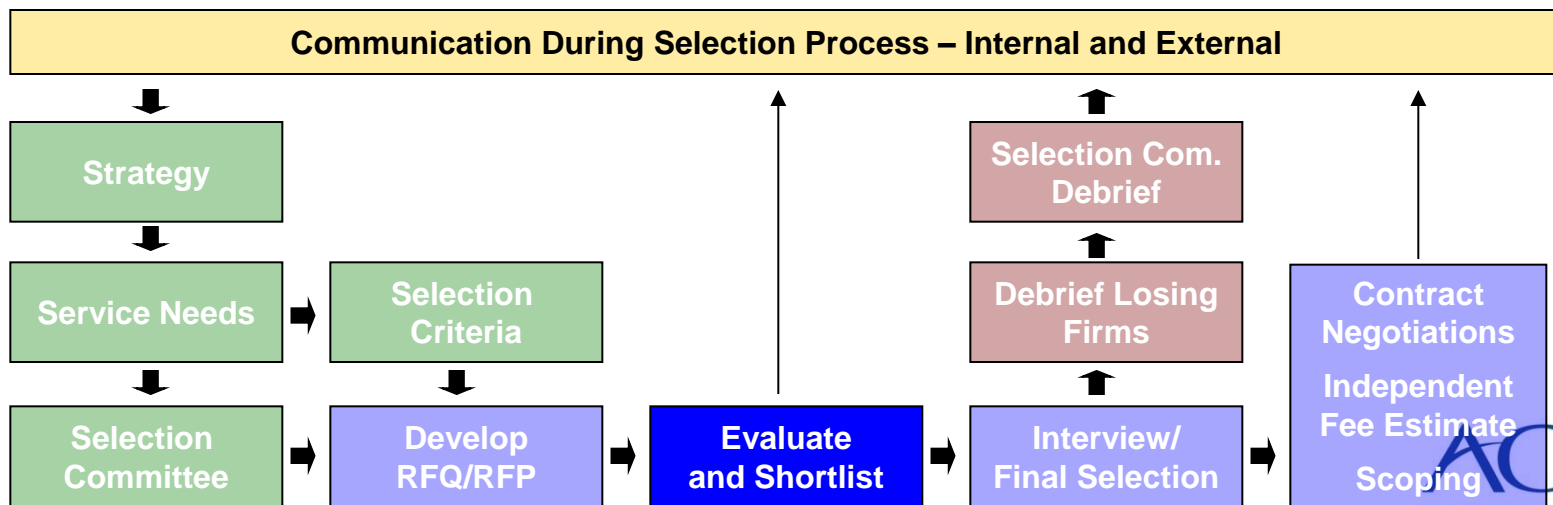
# Develop RFQ/RFP

- Detailed project description and scope
- Clearly define selection criteria
- Allow consultants at least 3 weeks to respond
- No cost information – hours or rates
- Follow FAA Advisory Circular 150/5100-14D



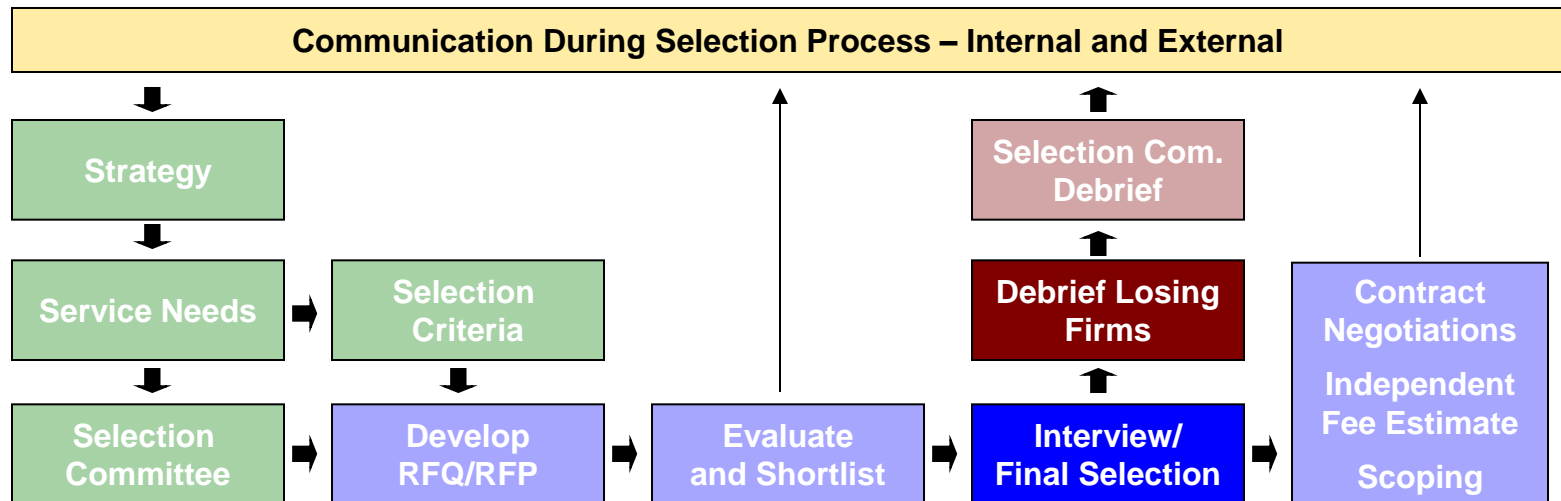
# Evaluate Proposals and Shortlist

- **Score based on selection criteria**
- **Develop short list of 3 firms – schedule interviews only if necessary!**
- **Provide interview evaluation criteria**
- **Allow at least 2 weeks to prepare for interviews**



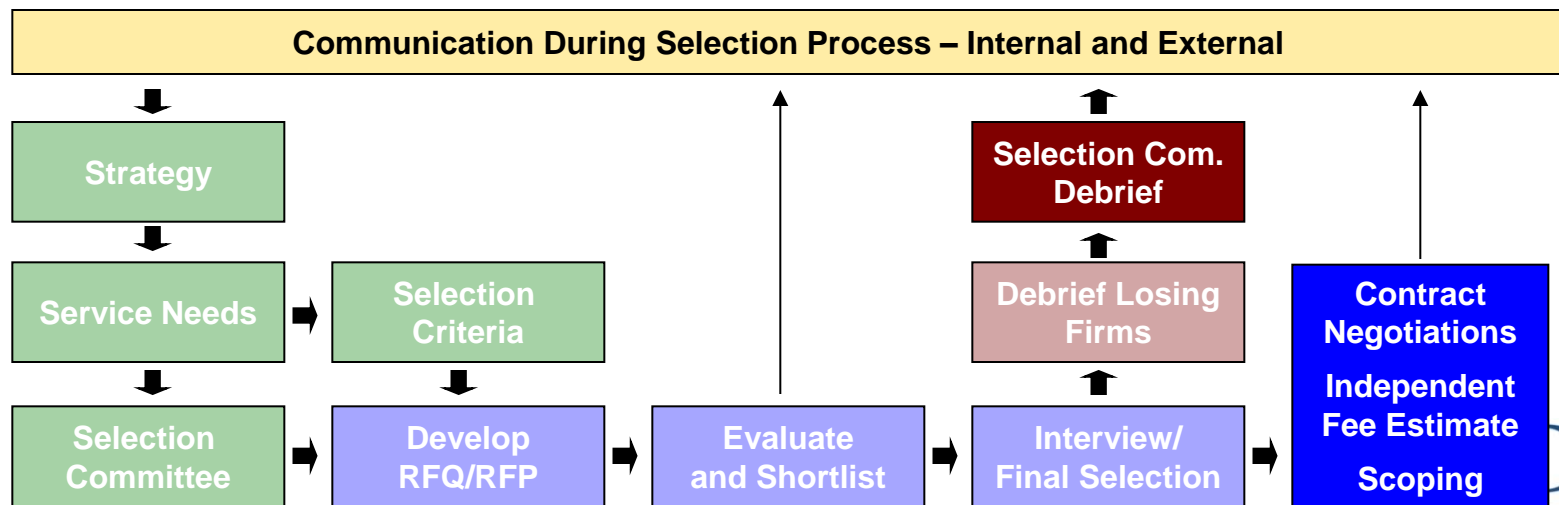
# Interviews and Final Selection

- Allow adequate time for each interview
- Score interviews and select consultant
- Notify all parties of selection in a timely manner
- Provide opportunity for individual debrief



# Negotiations and Internal Debrief

- **Contract negotiations should be < 30 days**
- **Good process leads to efficient negotiations**
- **Provide opportunity for internal debrief on process to inform future selections**



# Cost of SOQ/Proposal Development

- **Dependent on size and complexity of project**
- **Statement of Qualifications**
  - without interview > \$5,000
  - with interview > \$10,000
- **Proposals**
  - without interview > \$10,000
  - with interview > \$20,000
- **Large efforts can exceed \$100,000**

# Benefits of Using QBS

- **Ensures selection of the most qualified firm for the specific project**
- **Achieves fair and reasonable fees without using a “low bid” process**
- **Creates a partnership between the sponsor and consultant**
- **Promotes full and open competition**
- **Fosters innovation and creativity**