

Document Release Notice

Document Number:	CA-01	Title:	Procurement-Professional Services	
Current Revision #:	2	Type of Change:	<input type="checkbox"/> ORIG RELEASE <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> ARCHIVE <input type="checkbox"/> OBSOLETE	
New Revision #:	3	DRN Number:	10174	<input type="checkbox"/> MAJOR <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> ADMIN
Date Submitted:	6/8/2010	Document Type:	QMS Document - CA	Choose from Drop Down Menu - left

Summary of Proposed Changes:

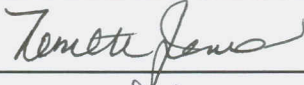
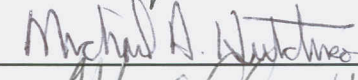

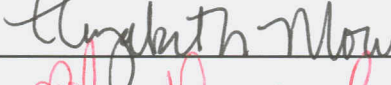
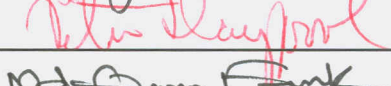

- Include paragraph numbers or other references & attach a copy of the new or revised documents)
- For new documents, indicate "Original Release"

Revised paragraphs 6.1.4 and 6.1.23. Also created CA-01-F18 Contract Preparation Checklist and added to the procedure

Reason for New Release / Revision / Obsolescence:

Received direction from Elizabeth Mow to reword language regarding recommendation and approval of the selection team. Also, 6.1.23 needed the Contract Preparation Checklist added to the procedure.

Required Signatures:

Title:	Printed Name	Signature	Date:
Originator	Zenette Jenkins		6.9.10
Process or Content Owner	Mike Hutchison		6/9/10
	(Alt - Micki Ellis)		
Assistant Program Manager	Micki Ellis		6/9/10
	(Alt - Steve Knobbe)		
Department Director	Elizabeth Mow		6-24-10
	(Alt - Mark Bouma)		
Quality Manager	Peter Claypool		6/16/2010
	(Alt - Micki Ellis)		
Document Control	Md Omar Faruk		6/25/2010
	(Alt - Peter Claypool)		

From: Faruk, Omar
Sent: Friday, June 25, 2010 4:09 PM
To: Faruk, Omar
Subject: QMS Manual Updates

Original Release

The below form has been released to the QMS Manual.

Document #	Document Title	Rev	Originator	DRN#	Changes
CA-01-F18	Contract Preparation Checklist	0	Zenette Jenkins	10174	Original Release

Minor Revision

The following procedure and form have been released into the QMS Manual as a minor revision. If your role requires your involvement in the execution of this procedure/form, it is now your responsibility to retrieve the latest version from the QMS manual published on www.ntta.org and familiarize yourself with the changes. Upon review, if you determine you require further clarification or training, it is your responsibility to contact the PMO Business Process Owner for the same.

Document #	Document Title	Rev	Originator	DRN#	Changes
CA-01	Procurement - Professional Services	3	Zenette Jenkins	10174	Revised 6.1.4 and 6.1.23. Added CA-01-F18 Contract Preparation Checklist to the procedure.
QM-12-F1	Document Release Notice	6	Md Omar Faruk	10186	Revised to update the Document Type list and Required Signatures list.

The QMS Manual is available at the below location:

<http://www.ntta.org/WorkingWithUs/NTTA+QMS+Manual+and+Forms/>

Thanks,

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NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: <u>03/08/2010</u> TBD	Page 1 of 14
Title: Procurement – Professional Services		

1.0 PURPOSE:

The purpose of this procedure is to define the procurement of professional services and goods and services for NTTA Project Delivery department projects.

2.0 RESPONSIBILITIES:

- 2.1 NTTA Assistant Executive Director – The Assistant Executive Director (AED) shall be responsible for reviewing contracts, signing the Executive Transmittal Letter, and forwarding contracts to the Deputy Executive Director/Executive Director for signature.
 - 2.2 NTTA Director of Project Delivery – The Director of Project Delivery shall be responsible for reviewing and approving the RFQ and all checklists and attachments prior to advertisement, approving the recommendations made by the Evaluation Team, reviewing contracts, signing the Executive Transmittal Letter and forwarding to the Assistant Executive Director for signature.
 - 2.3 PMO Contracts Manager – The PMO Contracts Manager shall be responsible for ensuring that the Program Support Staff is enforcing the procurement policies, and as such shall be responsible for reviewing and approving all checklists and attachments prior to presentation to the Director of Project Delivery.
 - 2.4 Originator – The Originator is defined as the Corridor/ Project Manager, or the PMO functional manager who identifies the need for the procurement and shall be responsible for developing the RFQ package, completing the procurement checklist, and reviewing the checklist and RFQ package with the Director of Project Delivery prior to advertisement. The originator is also responsible for participating in pre-proposal, question and answer, evaluation and selection activities as defined within this procedure.
 - 2.5 PMO Program Support Staff – The PD program support staff shall be responsible for updating the procurement plan, routing procurement documents for review and approval, participating in pre-proposal, question and answer, evaluation and selection activities as defined in this procedure and for ensuring other participants comply with this procedure.
 - 2.6 NTTA Procurement Services – The NTTA Procurement Services Department (hereinafter referred to as “Procurement Services”) shall be responsible for the procurement of goods and services in order to obtain the best value for the agency and ensuring that procurement activities are conducted consistent with the policies and procedures governing the NTTA, and are responsible for following the procedures established herein.
 - 2.7 Evaluation Team – The Evaluation Team shall be responsible for evaluating and scoring submitted proposals in accordance with the evaluation criteria published in the RFQ, making a recommendation for selection or interview, evaluating and scoring interview sessions if applicable, and making final recommendation for selection.
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NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: <u>03/08/2010</u> TBD	Page 2 of 14
Title: Procurement – Professional Services		

- 2.8 NTTA Business Diversity – Business Diversity staff shall be responsible for reviewing the scope of work and fee estimates and establishing an appropriate Business Diversity Goal to be met, and provide that Goal to Program Support Staff.
- 2.9 NTTA System and Incident Management – System and Incident Management (SIM) staff shall be responsible for reviewing the scope of work and the fee estimates and establishing the insurance requirements for the procurement and providing those insurance requirements to Program Support Staff.
- 2.10 NTTA Contracts Management – The contract management staff is responsible for applying the procurement policy and procedures to all agency contract obligations. Contract management staff is responsible for assisting with the execution of contract in an expeditious manner to include review by Business Diversity, insurance and legal. The contract management staff monitors and reports on progressive payments made during the life of the contract as well as ensuring all contract terms and requirements are met.
- 2.11 PMO Document Control – PMO Document Control is responsible for uploading executed documents into the Electronic Project Delivery System (EPDS).
- 2.12 NTTA Legal Counsel – Legal Counsel is responsible for reviewing requests for proposals and contract documents.
- 2.13 Professional Service Firms – Interested Professional Service Firms are responsible for submitting proposals in accordance with the RFQ and the advertisement, participating in interviews if requested, and negotiating and executing a contract with NTTA if selected.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all professional service procurements and all goods and service procurements for NTTA Project Delivery department projects and corridors with an estimated value greater than \$25,000.

4.0 REFERENCES:

- [NTTA Policy Regarding the Procurement of Goods and Services and Disposition of Property](#)
- [NTTA Procedures Regarding the Procurement of Goods and Services and Disposition of Property](#)
- [PC-03 Exception Reporting](#)

5.0 DEFINITIONS & ACRONYMS

NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: <u>03/08/2010</u> TBD	Page 3 of 14
Title: Procurement – Professional Services		

6.0 PROCEDURES:

6.1 Professional and Consulting Services Procurement – (Reference section 3 of *Procedures Regarding the Procurement of Goods and Services and Disposition of Property.*)

- 6.1.1 As soon as the CM, Project Manager or PMO functional manager (“Originator”) becomes aware of the need for procurement, they shall contact the Program Support staff to place the item on the procurement schedule.
- 6.1.2 Per the procurement schedule, when the time comes for procurement, the Originator shall coordinate with the Program Support staff to prepare for public advertisement, as defined in the steps following.
 - 6.1.2.1 The Program Support staff assigned to the corridor or project shall contact Contract Management to obtain a contract number for the job.
 - 6.1.2.2 The Originator shall provide the Program Support staff with a scope of work and estimated fee. Once received, Program Support staff shall forward this scope and fee estimate to the Business Diversity and SIM departments simultaneously to obtain the Business Diversity Goal and the Insurance requirements.
 - 6.1.2.3 The Originator shall continue to prepare all the components under their responsibility as defined by CA-01-F1, Professional/Consulting Services Request Checklist and then shall submit the completed checklist with all accompanying attachments to Program Support Staff.
 - 6.1.2.3.1.1 When preparing the checklist, the originator shall compare the estimate of the fee for the project against the established budget in the corridor charter. If insufficient funds are available, the CM or Project Manager shall initiate an exception report to obtain approval in accordance with PC-3, Exception Reporting.
- 6.1.3 The Originator shall coordinate with Program Support staff to develop the RFQ package. The RFQ package shall include all the components and attachments as indicated on the checklist. Sample RFQ packages may be obtained from Program Support staff.
- 6.1.4 As part of the RFQ package, Program Support Staff shall propose the evaluation team ~~for approval by~~to the Department Director. The Department Director will then recommend the evaluation team to NTTA Procurement Services for final approval. **The evaluation team must be comprised of at least five (5) NTTA staff members, plus one member from the Business ~~Diverstiy~~Diversity Department. The Business Diversity Department member shall score only the criteria associated with Business Diversity. All other team members will score the remaining content not inclusive of Busniess Diversity criteria. Non-NTTA staff may serve as non-voting advisors of the evaluation team.**
- 6.1.5 The Originator shall also create evaluation criteria based on the qualifications specified in the RFQ and submit these criteria with the Procurement Services Checklist, *also subject to*
- 6.1.6 Program Support staff shall submit the RFQ to NTTA Procurement Services and NTTA Legal Counsel for review. This must occur a minimum of 10 working days prior to the next step (6.1.7) to

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NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: <u>03/08/2010</u> <u>TBD</u>	Page 4 of 14
Title: Procurement – Professional Services		

accommodate the needed review time by Legal Counsel. If NTTA Legal Counsel provides comments and/or requests revisions, the Originator shall incorporate those comments and/or revisions into the RFQ.

- 6.1.7 Once legal review of the RFQ has been completed, the Originator shall give RFQ and the Procurement Services checklist, with all attachments, to the PMO Contracts Manager for signature. Once signed by the PMO Contracts Manager, the Originator shall schedule a meeting with the Department Director to discuss the RFQ and checklist and obtain the required Department Director signature. This must occur in sufficient time to accommodate the Procurement Services review period described in Section 6.1.9 below. If the Department Director does not approve, the originator shall make required edits and resubmit, or cancel the procurement based on Department Director input.
- 6.1.8 If the Department Director approves the RFQ, then the Originator will give the RFQ package to the Program Support staff to submit to Procurement Services. If the Department Director does not approve the RFQ, then the procurement process ends. If the Department Director approves the RFQ but makes comments, the Originator shall incorporate those comments into the RFQ, seek legal review if necessary, and return the RFQ to the Program Support staff. An additional Legal review is required in cases where there are changes to scope, standard of care language, evaluation criteria, and/or the qualifications of the respondent team.
- 6.1.9 The Program Support staff shall give the RFQ and the Professional Services request checklist, with all attachments, to Procurement Services no later than five business days prior to advertisement. **If the checklist is not submitted to Procurement Services at least 5 business days prior to advertisement, the advertisement may be delayed.**
- 6.1.10 The procurement services department shall review the RFQ. If the RFQ is not approved, it shall be returned to the Originator for correction. If the RFQ is approved, Procurement Services shall place an advertisement in the newspaper and on the NTTA website and notify the Business Diversity department.
- 6.1.11 Once a professional services opportunity has been advertised, the following minimum timing requirements must be met in order to allow the proposing public ample opportunity to attend a pre-proposal meeting, compose and submit questions, receive answers to those questions and any addenda or clarifications such that they can submit a compliant proposal, and if asked, properly prepare for an interview prior to selection:

6.1.11.1 Minimum Procurement Timing Requirements (Knowledge of Need through Selection):

Activity	Minimum Time Between Steps
Place item on Procurement Plan	1 business day
Obtain Contract Number	3 business days
Provide scope of work, estimated fee and scoring criteria	10 business days
Obtain BDD Goal and Insurance Requirements	5 business days
Prepare RFQ Document, checklist and other component documents	3 business days

NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: <u>03/08/2010</u> TBD	Page 5 of 14
Title: Procurement – Professional Services		

NTTA Procurement Services and Legal Counsel review of RFQ	10 business days
Professional Service Checklist with Components	Submitted to Procurement 5 business days prior to Advertisement
Advertisement	Must Advertise twice with the second advertisement 7 days after the first (5 business days) (for procurements under \$100K, only need to advertise for 2 calendar days)
Pre-Proposal Meeting	7 calendar days after last advertisement (5 business days)
Proposals Due	14 calendar days after pre-bid meeting (10 business days)
Panel Evaluation/Short List	7 calendar days after proposals received (5 business days)
Interviews/Demonstration (required for total value based procurement)	7 calendar days after panel evaluation/short list (5 business days)
Evaluation Team recommendation of selection of firm	7 calendar days after interviews/demonstrations (5 business days)
Procurement Services Mgr approval	1 business day after Evaluation Team recommendation
Department Director Approval of Recommendation	1 business day after Procurement Services recommendation
Procurement Services Announcement of Selection	1 business day after Department Director Approval recommendation
ICE Preparation/Negotiation	20 business days after announcement
Total Minimum Time from Knowledge of Need to Completion of Negotiation (<\$100K w/o interviews):	85 Business Days (Approximately 4 months)
Total Minimum Time from Knowledge of Need to Completion of Negotiation (≥ \$100K w/o interviews):	90 Business Days (Approximately 4 months)
Total Minimum Time from Knowledge of Need to Completion of Negotiation (≥ \$100K with interviews):	95 Business Days (Approximately 4 months & 1 week)

Note: These are minimum timing requirements established to protect the proposing public to ensure they have adequate time to prepare for and submit a compliant proposal and to properly prepare for interviews if requested prior to selection. These timing requirements do not include additional time necessary for preparation and presentation to SPOC and Board if required.

- 6.1.12 During the advertising phase, Procurement Services shall receive questions and forward them to the Originator through Program Support staff to develop responses. Procurement Services shall issue addenda and proposal clarifications if needed.
- 6.1.13 Procurement services shall organize and conduct a pre-proposal meeting.
- 6.1.14 After the pre-proposal meeting, Procurement Services shall continue to receive questions until the designated deadline and forward them to the Originator through Program Support staff to develop responses.

NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: 03/08/2010 <u>TBD</u>	Page 6 of 14
Title: Procurement – Professional Services		

- 6.1.15 Firms shall submit their proposals to procurement services by the published deadline.
- 6.1.16 Procurement Services, with the assistance of the Program Support staff, shall distribute the proposals and evaluation criteria to the evaluation team.
- 6.1.17 The evaluation team shall review and score proposals in accordance with the previously prepared evaluation criteria submitted with the RFQ. This process shall be overseen by procurement services.
- 6.1.18 During an evaluation meeting, the evaluation team shall make a recommendation for selection or to proceed to interviews, based upon the criteria set forth in the RFQ. These recommendations shall be submitted to the Department Director for approval.
- 6.1.19 If the evaluation team chooses to interview, candidate(s) shall be notified by Procurement Services and shall prepare and make presentations to the evaluation team and procurement services.
- 6.1.20 Following the interviews (if held), the evaluation team shall recommend for selection, to the Department Director, a firm based upon qualifications and capability to meet requirements.
 - 6.1.20.1 All records related to the evaluation and selection process including evaluation team member completed evaluation criteria score sheets shall be turned into Procurement Services for filing with the Procurement History.
- 6.1.21 Department Director shall approve the evaluation team's recommendation. If the recommendation is not approved, it shall be returned to the evaluation team for re-evaluation or termination.
- 6.1.22 NTTA Procurement Services shall announce the selection.
- 6.1.23 Once approved and announced, the Originator shall prepare for contract negotiations with selected firm to finalize scope, fee and schedule. This shall include the preparation of an Independent Cost Estimate (ICE) in accordance with CA-08. If the estimated fee amount is >\$300,000, a formal negotiation shall be scheduled in accordance with CA-06. The negotiation team shall be comprised of NTTA subject matter experts, the Originator, and Program Support staff. Program Support staff shall use CA-01-F18, Contract Preparation Checklist during negotiations and contract preparation to ensure all aspects of the negotiation and contract preparation are covered. Program Support staff shall prepare the final contract, work authorization (if applicable), and other documents according to the negotiations.
- 6.1.24 Program Support staff shall attach the contract documents and all attachments to the post-selection checklist and the Originator shall present the checklist to the Department Director for approval. If not approved by the Department Director, the Originator shall resolve any issues and repeat until approval is achieved.
- 6.1.25 Once approved by the Department Director, the final proposal, evaluation, scope, fee, schedule, along with the Professional Services Requisition checklist shall be presented to Procurement Services for their records.
- 6.1.26 If the contract value is not over \$299,999.99 the contract shall be forwarded to NTTA Contracts Management for execution in accordance with Section 6.3, Contract Execution.
- 6.1.27 If the contract is for more than \$299,999.99 it shall be presented to the Board for approval. The Originator shall prepare an executive summary and resolution and shall submit the contract for Board approval. If the contract is not approved by the Board, it shall be returned to the Originator

NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision 23 Issue Date: 03/08/2010 TBD	Page 7 of 14
Title: Procurement – Professional Services		

for re-evaluation. If the contract is approved, it shall be forwarded to NTTA Contracts Management and executed in accordance with Section 6.3, Contract Execution.

NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: 03/08/2010 TBD	Page 8 of 14
Title: Procurement – Professional Services		

6.2 Goods Procurement – (Reference section 5 of *Procedures Regarding the Procurement of Goods and Services and Disposition of Property.*)

6.2.1 Procurement Activities: Bid Package Development

- 6.2.1.1 The originator shall identify a need for goods and services procurement.
- 6.2.1.2 Once the need is identified, procurement services shall develop the bid package. This includes coordinating with the originator, checking the possibility of participating in a Cooperative Purchasing Program (COOP) and assigning a contract number.
- 6.2.1.3 If a COOP purchase is possible, then procurement services shall proceed with the COOP purchase. If the purchase is over \$300,000, then the Board is required to approve the purchase. Once the purchase is approved, a purchase order shall be prepared. If the purchase is not over \$300,000, then procurement services shall proceed with contract execution.
- 6.2.1.4 If a COOP purchase is not possible, then procurement services shall begin the bidding process.
- 6.2.1.5 For contracts on goods, procurement services shall finalize the bid package for approval from the originating department. For contracts on services, procurement services shall draft a scope of services. The milestones include: notification of the Business Diversity department – who shall assign Business Diversity contracting goals; assignment of insurance and bond requirements by the insurance coordinator (SIM Dept.); NTTA legal counsel shall provide all terms and conditions before the bid package is finalized. The originator shall receive the scope of services for approval and prepare the Goods and Services Request Checklist, CA-01-F4. The originator shall coordinate with Program Support staff during the preparation of the goods and services request checklist to ensure that it is filled out properly.
- 6.2.1.6 Procurement services shall review and approve the checklist prior to arrangement of newspaper advertisement.
- 6.2.1.7 The Originator shall begin bid phase management which involves receiving and responding to questions and issuing addenda/bid clarifications.
- 6.2.1.8 The bidders may submit bids up to opening time at which time procurement services shall confirm that bid checklists are complete. Bids shall be opened and read at a public meeting at the time, date and place designated in a notice issued with the bid documents. Bids shall be retained until acceptance.
- 6.2.1.9 The Originator and procurement services shall jointly begin bid evaluation by preparing the bid analysis and examining the bids for irregularities.
- 6.2.1.10 The Department Director shall approve the bid recommendations.
- 6.2.1.11 If the contract is more than \$299,999.99, then the contract shall require approval or ratification by the Board, through the Board document review process.
- 6.2.1.12 If the contract is \$299,999.99 or less, the contract shall be forwarded to the Contracts Management and executed in accordance with Section 6.3

NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: <u>03/08/2010</u> TBD	Page 9 of 14
Title: Procurement – Professional Services		

6.3 Professional Services Contract Execution

- 6.3.1 Program Support staff shall prepare the contract package including all addenda and acknowledgements using the appropriate, active CA-01 Forms listed in Section 9.0.
- 6.3.2 With input from the Originator for the project description section, Program Support staff shall prepare the Executive Transmittal Letter (CA-03-F3) and forward to the Department Director for signature.
- 6.3.3 Once approved by the Department Director, if valued at \geq \$25,000.00 the contract with the Executive Transmittal Letter shall be forwarded to the AED for review and signature. If valued at $<$ \$25,000.00 the only signature required at this point is that of the Department Director. If not approved, the Originator shall return to negotiations to make appropriate revisions at step 6.1.23.
- 6.3.4 Program Support staff shall forward the contract documents and signed Executive Transmittal Letter to NTTA Contracts Management.
- 6.3.5 NTTA Contracts Management shall forward the contracts to the selected contractor/firm for execution
- 6.3.6 The selected contractor/firm shall return the executed documents (wet signature) and required forms to Contracts Management.
- 6.3.7 Upon review for compliance, Contracts Management shall forward the Executive Transmittal Letter with the signed contract documents to Business Diversity Department, Insurance (SIM Department), and Legal for approval of submitted documents.
- 6.3.8 Upon concurrence from Business Diversity, Insurance, and Legal, Contracts Management shall attach the Contract Execution Transmittal letter received from Program Support staff and shall forward the contract documents to the Deputy Executive Director/Executive Director for execution and shall then be forwarded to the Board Secretary for signature.
- 6.3.9 The executed contracts shall be returned to Contracts Management. Contracts Management shall retain one original for their records and return another original to the Program Support staff for distribution. Program Support Staff will perform a quality control review of the executed document to verify that all signatures have been obtained.
- 6.3.10 The Program Support staff shall notify the PMO Document Control to scan the original and file it into the EPDS. The Document Controls Manager then notifies Program Controls of the location of the contract in the system. Program Support staff will then prepare a Notice to Proceed letter to be reviewed by the Originator and signed by the Director of Project Delivery. Program Support staff will then transmit the original contract and the Notice to Proceed letter to the selected contractor/firm, and shall send a copy of the Notice to Proceed letter to Contracts Management.

7.0 REGULATORY REQUIREMENTS:

As stated in the NTTA *Policy Regarding the Procurement of Goods and Services and Disposition of Property*, the procurement of goods and services must adhere to section 366.033(j) of the Texas Transportation Code.

NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: <u>03/08/2010</u> TBD	Page 10 of 14
Title: Procurement – Professional Services		

8.0 RELATED BOARD POLICY:

- *NTTA Policy Regarding the Procurement of Goods and Services and Disposition of Property*

9.0 COMPONENT DOCUMENTS:

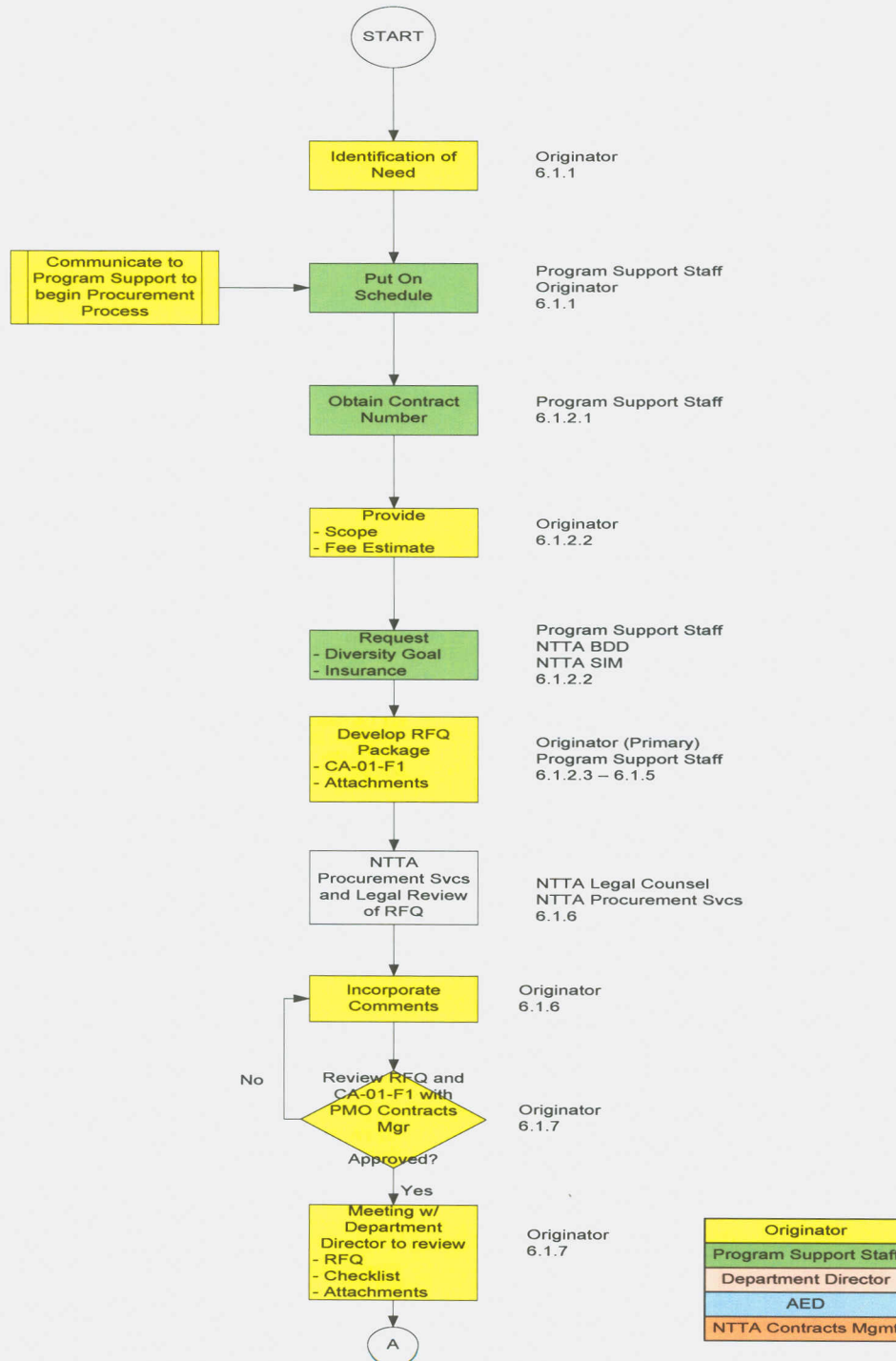
- CA-01-F1 Professional/Consulting Services Checklist
- CA-01-F3 Construction Letting Request Checklist
- CA-01-F4 Goods and Services Request Checklist
- CA-01-F7 Single Scope Engineering Boiler Plate Contract
- CA-01-F8 Engineering Cost Plus Fixed Fee Boiler Plate Contract Work Authorization
- CA-01-F9 Single Scope Engineering Contract Cost Plus Fixed Fee Boiler Plate Exhibit B
- CA-01-F10 Single Scope Engineering Contract Cost Plus Percentage Boiler Plate Exhibit B
- CA-01-F11 Work Authorization Engineering Boiler Plate Contract
- CA-01-F12 Engineering Cost Plus Percentage Boiler Plate Contract Work Authorization
- CA-01-F13 Engineering Lump Sum Boiler Plate Contract Work Authorization
- CA-01-F14 Single Scope Engineering Contract Lump Sum Boiler Plate Exhibit B
- CA-01-F15 RFQ Boiler Plate
- CA-01-F16 Professional Services Task Fee Estimate Template
- CA-01-F17 Professional Services Unit Price Fee Estimate Template
- CA-01-F18 Contract Preparation Checklist
- CA-03-F3 Executive Transmittal Letter

10.0 REVISION HISTORY:

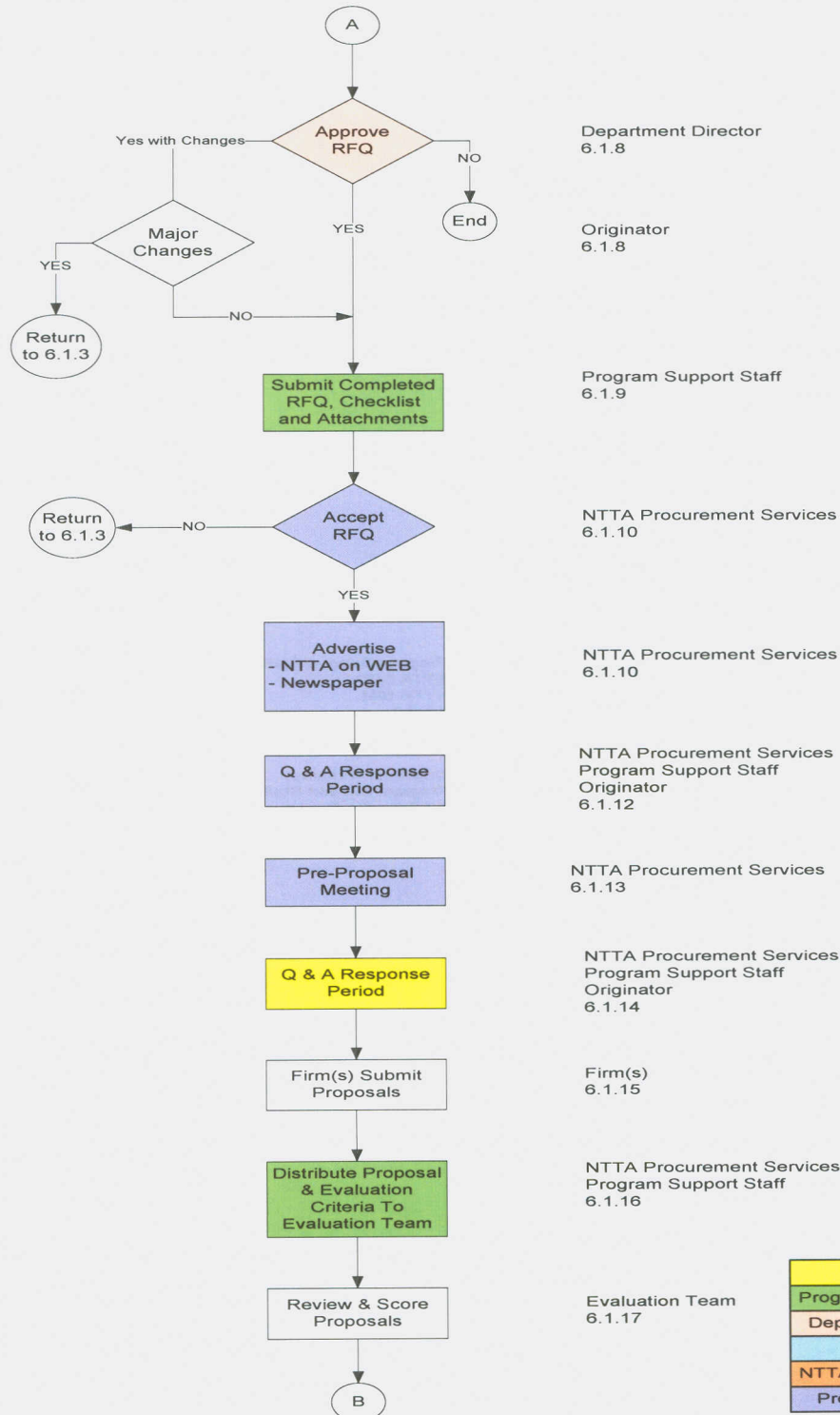
Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Mike Hutchison	06/05/2008		Original Issue
1	Mike Hutchison	09/26/2008		Section 7.0 – Clarify workflow for professional services full advertisement and use of the professional services and construction procurement checklists.
2	Mike Hutchison	03/08/2010	10089	Separated out Construction Procurement into separate procedures, CA-07. Major revisions to Section 6.0 related to Professional Service Procurement. Revised Forms CA-01-F1, CA-01-F3, CA-01-F4 to reflect current process.
<u>3</u>	<u>Zenette Jenkins</u>	<u>05/08/2010</u>		<u>Revised 6.1.4 and 6.1.23. Added CA-01-F18 Contract Preparation Checklist to the procedure.</u>

NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: <u>03/08/2010</u> TBD	Page 11 of 14
Title: Procurement – Professional Services		

11.0 FLOWCHART



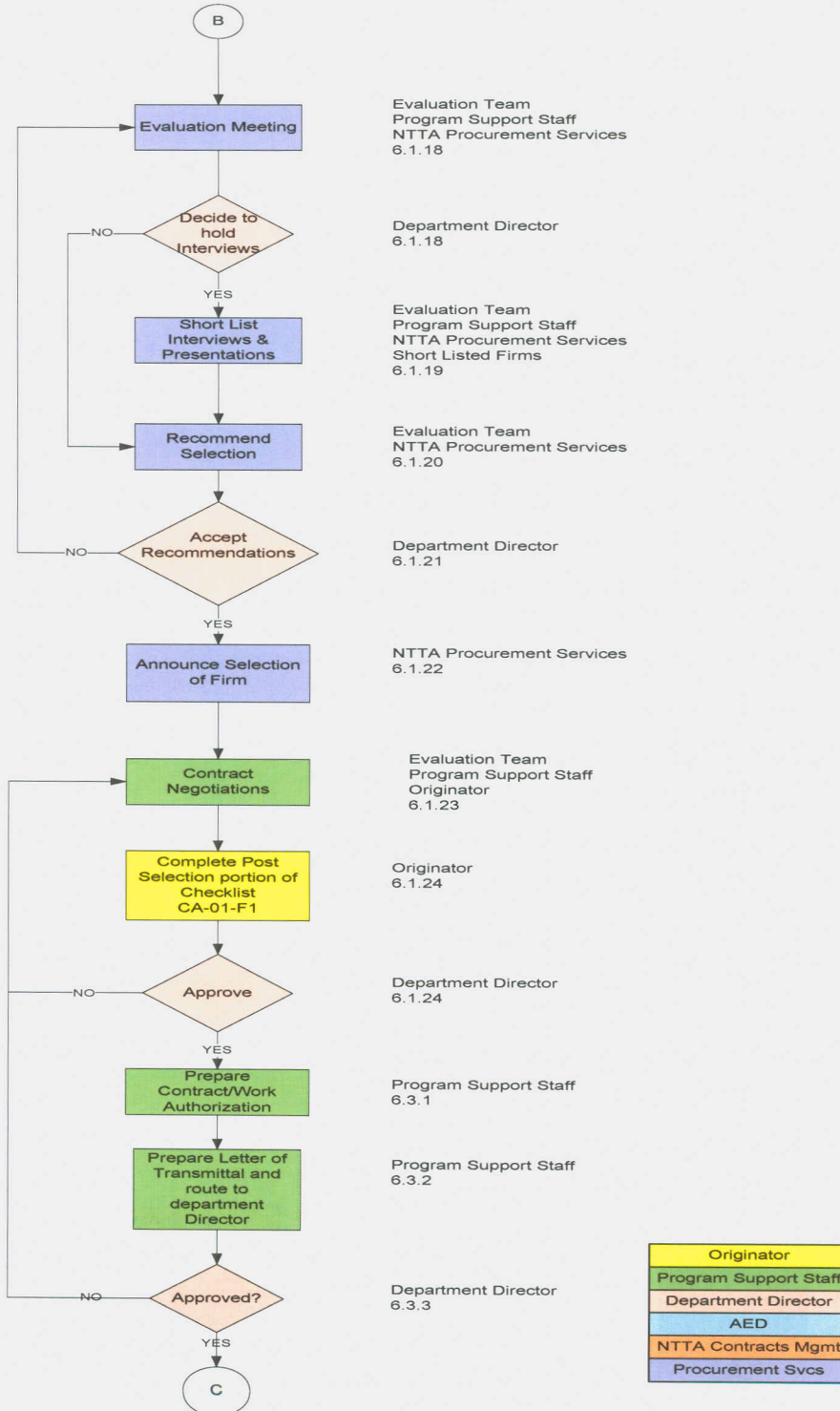
NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: 03/08/2010 <u>TBD</u>	Page 12 of 14
Title: Procurement – Professional Services		



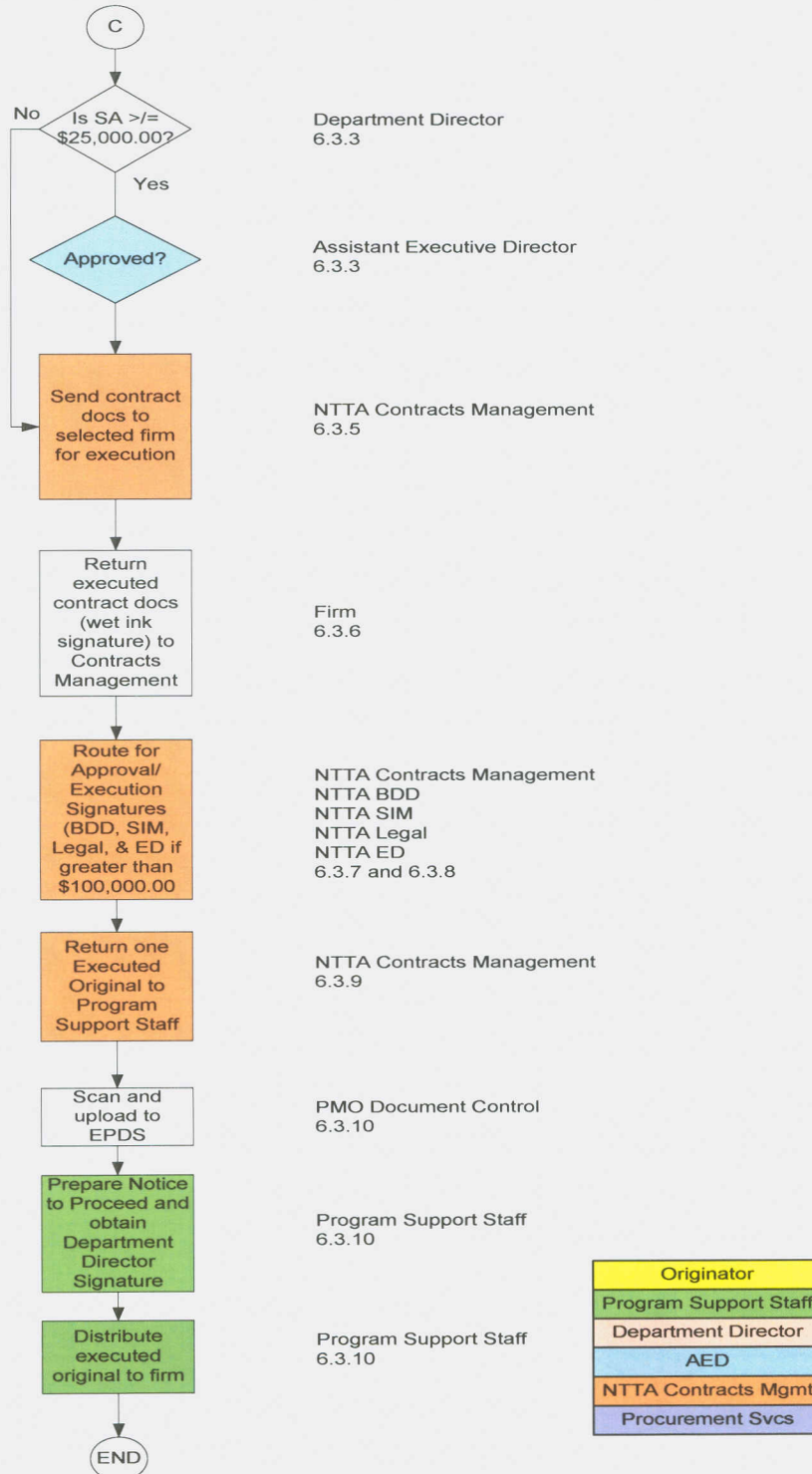
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- Program Support Staff
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- NTTA Procurement Services
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- NTTA Procurement Services
Program Support Staff
Originator
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- NTTA Procurement Services
6.1.13
- NTTA Procurement Services
Program Support Staff
Originator
6.1.14
- Firm(s)
6.1.15
- NTTA Procurement Services
Program Support Staff
6.1.16
- Evaluation Team
6.1.17

Originator
Program Support Staff
Department Director
AED
NTTA Contracts Mgmt
Procurement Svcs

NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision <u>23</u> Issue Date: <u>03/08/2010</u> TBD	Page 13 of 14
Title: Procurement – Professional Services		



NTTA Projects	Original Issue Date: 06/05/2008	CA-01
Resource: Contract Administration	Revision 23 Issue Date: 03/08/2010 TBD	Page 14 of 14
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Professional Services Contract Preparation Checklist

PROJECT NAME: _____

CONTRACT NO. _____

The following items are to be reviewed and confirmed present or discussed during negotiations before the contract is processed:

Agreement:

Contact Type Established
(check one):

- Lump Sum
- Cost Plus Fixed Fee
- Cost Plus Percentage
- Work Authorization-based
 - Initial WA scope, schedule, & Fee included
- Single Scope

Scope:

- Boiler plate scope used
- Contract specific scope used
- All Negotiation Notes have been addressed

Time of Performance:

- Contract expiration date agreed to & included

Compensation:

Fee Spreadsheet included
(check one):

- Unit Price-based
- Hourly-based
- CA-01 F16/17 fee spreadsheet used
- Rates, overhead, & profit margin % and \$ clearly shown on fee spreadsheet
- All Negotiation Notes have been addressed

Liquidated Damages:

- Discussed & agreed to

Insurance:

- Insurance forms included

Business Diversity

- Business Diversity forms included
- Fee Estimate supports achieving BDD Goal
- Business Diversity fee meets proposal commitment

Procurement Specialist


Date

DOCUMENT RELEASE NOTICE - CLOSEOUT CHECKLIST

DRN Number 10174

To be completed BEFORE the DRN is released

	YES	NO	N/A
Latest revision of QM-12-F1 form used and submitted by the originator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft copy of the new/revised documents has been submitted with QM-12-F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft copy inclusive of embedded files (pictures, visio flowcharts) has been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All required information have been provided in QM-12-F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper document type has been selected in Document Type box of QM-12-F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant type(s) of change have been marked in Type of Change box of QM-12-F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process owner/originator submitted training record where change is classified as major	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A DRN number is assigned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New/revised document was created/changed using current QM-12-F2 format	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compared the word documents with source files to create redline as applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All spelling has been checked and found correct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latest NTTA logo is available in the document if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originator and all review team members have approved and signed QM-12-F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All requested changes have been incorporated in the source file	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Forms/Attachments have been referenced in the parent procedure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Forms/Attachments/Procedures have been referenced in all other documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All external website hyperlinks are correct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All the internal QMS links are correct and working fine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Forms/Attachments/Procedures have been linked to their associated documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Forms/Records have been added to the Record Matrix	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Prepared by:	Checked by:
Date:	06/25/2010	
Name:	MD OMAR FARUK	
Signature:		

To be completed AFTER the DRN is released

Revised/New document is available in updated online version of QMS Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All links in the new/revised documents are working fine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All flowcharts in the document are visible/readable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An e-mail notification has been sent to the distribution list	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scanned e-mail notification and inserted into DRN number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated DRN tracking log with release information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moved DRN working folder to Archive folder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filed hard copy of the DRN package	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheet for Controlled Document Numbers has been updated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheet for Document Linking updated as applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verified By:	Date:	Name:	Signature:
	06/25/2010	MD OMAR FARUK	