

# **QUALIFICATION BASED SELECTION**

# **Who is required to follow the QBS process?**

**Public Agencies**

**Political Subdivisions of the State of Idaho**

**Agents of Public Agencies and Political Subdivisions**

**Must comply with the QBS process when they select professionals to perform the following services:**

Architectural

Engineering

Land surveying

Landscape architecture, and

Construction management service

# Process for QBS Selection

Qualification based as opposed to cost based

## **Projects over \$25,000**

Establish criteria for which qualifications will be evaluated.

- Categories
- Assign weight for each category
- Price can't be one of the criteria for selection, but you can ask for information about their rates, overhead and multipliers.

Publish notice in newspaper (follow same notice process as bidding public works contracts).

Make available to prospective submitters the criteria and weight on which the qualification will be determined.

Evaluation submittals and select most qualified, ranked in order of preference.

Negotiate a contract and price.

(Price that is determined by the public entity to be reasonable and fair to the public after considering the the estimated value, the scope, the complexity and the nature of the services.)

If agreement cannot be reached, formally terminate negotiations and negotiate with the next highest ranked

What if you can't reach a satisfactory agreement with any of the selected firms?

Continue with the selection and negotiation process until an agreement can be reached.

## **Projects \$25,000 and under**

City may use the guidelines for contracts over \$25,000, or establish its own guidelines for selection, based on demonstrated competence and qualifications to perform the services.

# **Exceptions**

## **Work associated with a prior contract**

If project is work associated with a previously awarded contract, don't need to follow the QBS process to award to the same company as an extension or new contract.



## **Pre-approved list**

The city may establish a preapproved list of 3 qualified professionals.

Must publish notice the same as for services in excess of \$25,000 to solicit professionals interested in being on the pre-approved list.

- Multiple categories?
- Can you have more than 3 on a list?
- Can one firm be on more than one list?
- Can you piggyback on another governmental entities pre-approved list?

When establishing the pre-approved list(s), don't list the selected professionals by ranking.

May contract with any of those professionals from the list for work that falls within the category for which they are pre-approved.

# Recent QBS Issues

Providing a bid as a prime or sub-consultant.

What is an “agent,” and the implications of being an agent?

Definition of Services

Emergency Services

QUESTIONS?