CONSULTANT SELECTION PROCESS FOR CONTRACTS OVER $100K

Services covered in [PCC 10510.4-10510.9]

(see [FM3:2])

OVER $100K PER CONTRACT (fee + reimbursables)

Advertise REQUEST FOR QUALIFICATIONS in eProcurement (www.dgs.ca.gov/pd/Programs/eprocure.aspx) appropriate professional society, or UC facility website and newspaper. See [FM3:2.2.1]*

SCREENING COMMITTEE submits list of qualified applicants to the responsible administrator. See [FM3:2.2.3]

SELECTION COMMITTEE conducts discussions with candidates and recommends most qualified applicants to responsible administrator. See [FM3:2.2.5]

CAMPUS NOTIFIES FIRST RANKED FIRM with written instructions about fee negotiations.** See [FM3:2.3]

University provides the AGREEMENT TO THE CONSULTANT no later than 45 days after fee negotiations have been concluded. See [FM3:2.5]

EXECUTE Agreement†

*TIME LIMIT: 2 weeks minimum prior to any deadline for submittal of documents in response to the advertisement.

**TIME LIMIT: Fee Negotiations should begin no later than 14 days after the successful firm has been notified.

†TIME LIMIT: Consultant has 14 days to execute the agreement