



ATTACHMENT III

ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO: ADSPO14-00003465

STATE PROCUREMENT OFFICE
Department of Administration
100 North 15th Avenue, Suite 201
Phoenix, Arizona 85007

1. General Guidelines for Subsequent Selection Processes:

- 1.1. The Customer will form appropriately qualified Selection Committees for each project.
- 1.2. The Customer's Selection Committee will review persons or firms on the resultant list to determine which persons or firms will be interviewed.
- 1.3. Customers will contact the persons or firms selected for interview to convey the anticipated project Scope of Work, selection criteria, and an interview date and time. Interviews may be in person, via telephone, or by other such method as is preferred by the Customer.
- 1.4. If possible, the Selection Committee shall conduct interviews with at least three (3) persons or firms regarding the project and the relative methods of furnishing the required services.
- 1.5. The Selection Committee shall base the selection of each final list and the order of preference on demonstrated competence and qualifications only.

The Customer and the Selection Committee shall not request or consider fees, price, man-hours or any other cost information at any point in the selection process under this paragraph, including the selection of the persons or firms to be interviewed, the selection of the persons and firms to be on a final list, in determining the order of preference of persons and firms on a final list or for any other purpose in the selection process.

- 1.6. The Customer's Procurement Officer shall enter into separate negotiations for the contract with the person or firm ranked highest on the final list for the contract. The negotiations shall include consideration of compensation and other contract terms that the Procurement Officer determines to be fair and reasonable to this state.

In making this determination, the Procurement Officer shall take into account the estimated value, the scope, the complexity and the nature of the professional services to be rendered.

- 1.7. If the Procurement Officer is unable to negotiate a satisfactory contract with the highest ranked person or firm on the final list for the contract at a price and on other contract terms the Procurement Officer determines to be fair and reasonable, the Procurement Officer will formally terminate negotiations with that person or firm.

The Procurement Officer may undertake negotiations with the next most qualified person or firm on the final list for the contract in sequence until an agreement is reached or a determination is made to reject all persons or firms on the final list for the contract.