

**PROCURING A&E CONTRACTS:
DIFFERENCES BETWEEN RFP AND RFQ**

| | RFP | RFQ |
|---|--|---|
| Scope of Work | Specific project with well defined scope and deliverables (PID, PA&ED, PS&E, CE/CM) | On-call services with general scope of services with certain professional requirements (Environmental Studies) As-needed specialized services across multiple projects (Surveying or Construction Engineering) |
| Evaluation Criteria | Understanding of project Experience with similar projects Key team members Technical and regulatory understandings | General knowledge and experience of firm Availability of key team members Stability of firm and cost control measures Technical and regulatory understandings |
| Selection Process | Review technical proposal and optional oral interviews | Review Statement of Qualification and optional oral interviews |
| Advertisement Document | Description of project | Specialized services or multiple projects |
| Advertisement Period | Minimum of 14 calendar days Recommend at least 4 weeks Pre-proposers conference, if applicable | Minimum of 14 calendar days Recommend at least 4 weeks Pre-proposers conference, if applicable |
| Method of Payment | Typically Cost Plus Fixed Fee or Lump Sum. However, could also be Fixed Rate of Compensation. | Specific Rate of Compensation Must indicate the maximum total contract dollar amount |
| Contract Duration (Begin/End) | Project/deliverables schedule (with contingency) | Must indicate a maximum length of contract period for on-call contract. Normally 2-3 years. Maximum 5 years. |
| Audit and Review Process | Similar - See LAPM Chapter 10 Section 10.1.3 | Similar - See LAPM Chapter 10 Section 10.1.3 Based on total (aggregate, not annual, or each task order) amount of on-call contract |
| DBE Utilization Goal | For contract | Set overall DBE goal for on-call contract Commitments implemented through DBE utilization for each task order thereafter |
| Content and Format of Response to Solicitation | Technical Proposal: Work plan with schedule and resources Staffing plan/organizational chart/proposed team Resumes Reference projects and contact names DBE commitments | Statement of Qualifications: Project Manager and key team members Organizational chart/proposed team/availability chart Resumes Reference projects and contact names DBE commitments |