

STREAMLINED A&E CONTRACT PROCESS

Total A&E Process | 75 Business Days

Planning Phase | Trigger for Procurement

- 60 calendar days on LAR (min) plus Contract Request Package from District to DPAC.

Phase 1 & 2 | Advertisement (25 Business Days)

- DPAC prepares RFQ (3 Business Days) plus 30 cd Advertisement (22 Business Days).

Phase 3 | SOQ Evaluation (5 Business Days)

- Panel members evaluate SOQs per established SOQ criteria.

Phase 4 | Consultant Interviews (5 Business Days)

- Panel members evaluate consultant team per established interview criteria.

Phase 5 | Negotiation & Execution (40 Business Days)

- See A&E Streamline Negotiation Phase.

PHASE 5 | NEGOTIATION & EXECUTION DETAIL

Stage A | Ready to Do Business (**Day 0**)

- Consultant provides Readily Available Documents (RADs) **by Day 5**
- Are RADs complete? Indirect Cost Rate, Payroll, Other Direct Cost Sheet, Company Policies.
 - If Yes – Proceed to Phase B
 - If No – Terminate Negotiations (8 Days)

Stage B | Remaining Financial Documents (RFDs)

- Consultant submits remaining financial documents, along with initial RAD comments, **by Day 11**
- Is Financial Package Complete?
 - If Yes – Proceed to Phase C
 - If No – Terminate Negotiations (6 Days)

Stage C | Audits & Investigations' (A&I) Review

- A&I reviews Complete Financial Package
- Consultant responds to A&I findings **by Day 27**
- Has Consultant responded to all findings?
 - If Yes – Proceed to Phase D
 - If No – Terminate Negotiations (15 Days)

Stage D | Comment Resolution & Execution

- Comment Resolution Meeting with Consultant (if necessary)
- Consultant submits Final Cost Proposal & supporting documents **by Day 31**
- Does Cost Proposal adequately address all issues?
 - If Yes – Contract Execution **by Day 40**
 - If No – Terminate Negotiations (11 Days)

Debrief after Contract Execution

- Caltrans debriefs Consultant