A&E STREAMLINE PROCUREMENT 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.

A&E STREAMLINE NEGOTIATION PHASE

Stage A | Ready to Do Business
• Consultant provides Readily Available Documents (RADs)
  • Are RADs complete? Indirect Cost Rate, Payroll, Other Direct Cost Sheet, Company Policies.
    o If Yes – Proceed to Stage B
    o If No – Terminate Negotiations (8 Days)

Stage B | Remaining Financial Documents (RFDs)
• Consultant submits remaining financial documents
  • Is Financial Package Complete?
    o If Yes – Proceed to Stage C
    o 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
    • Has Consultant responded to all findings?
      o If Yes – Proceed to Stage D
      o 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
  • Does Cost Proposal adequately address all issues?
    o If Yes – Contract Execution
    o If No – Terminate Negotiations (11 Days)

Debrief after Contract Execution
• Caltrans debriefs Consultant