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 Phase 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 Phase 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 Phase 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
Rev. 12-7-19