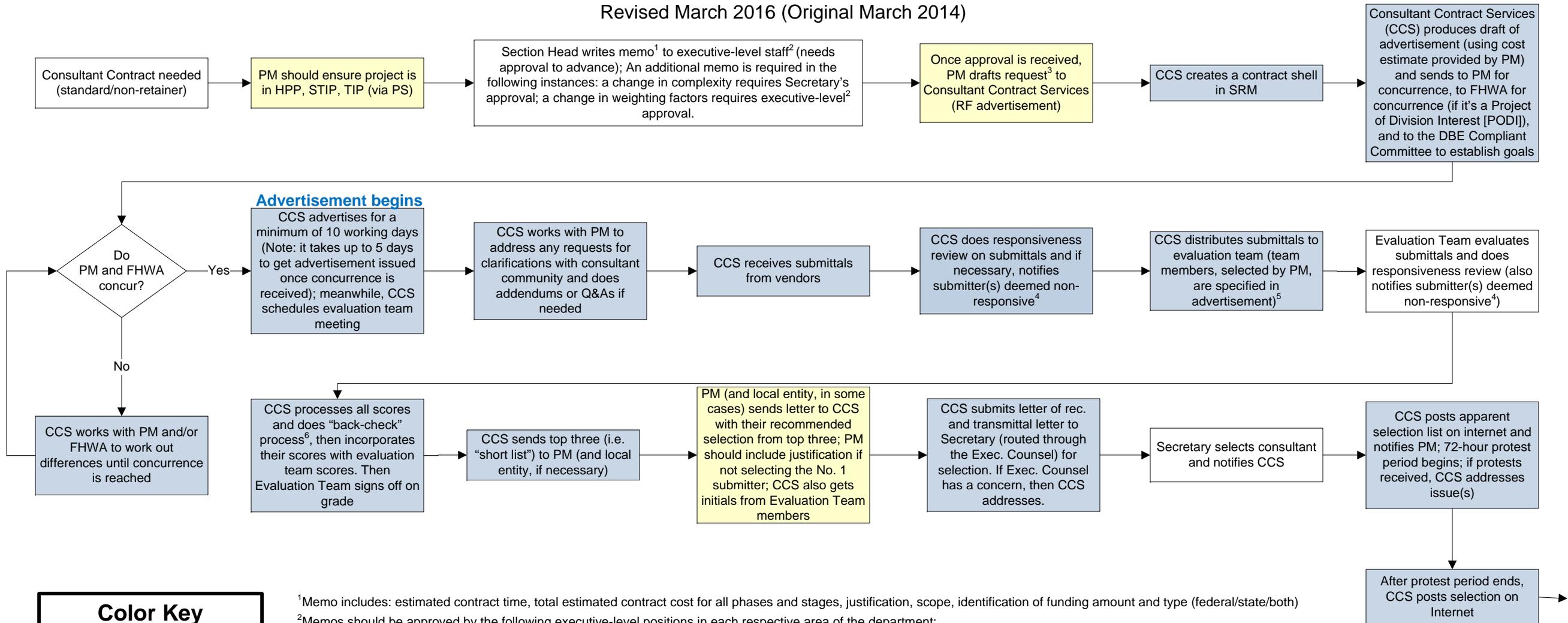


Procuring Title 48 Consultant Contracts (Negotiated) Process

Revised March 2016 (Original March 2014)



Color Key

- Project Manager (PM)
- Consultant Contract Services (CCS)
- Project Finance
- FHWA

¹Memo includes: estimated contract time, total estimated contract cost for all phases and stages, justification, scope, identification of funding amount and type (federal/state/both)

²Memos should be approved by the following executive-level positions in each respective area of the department:

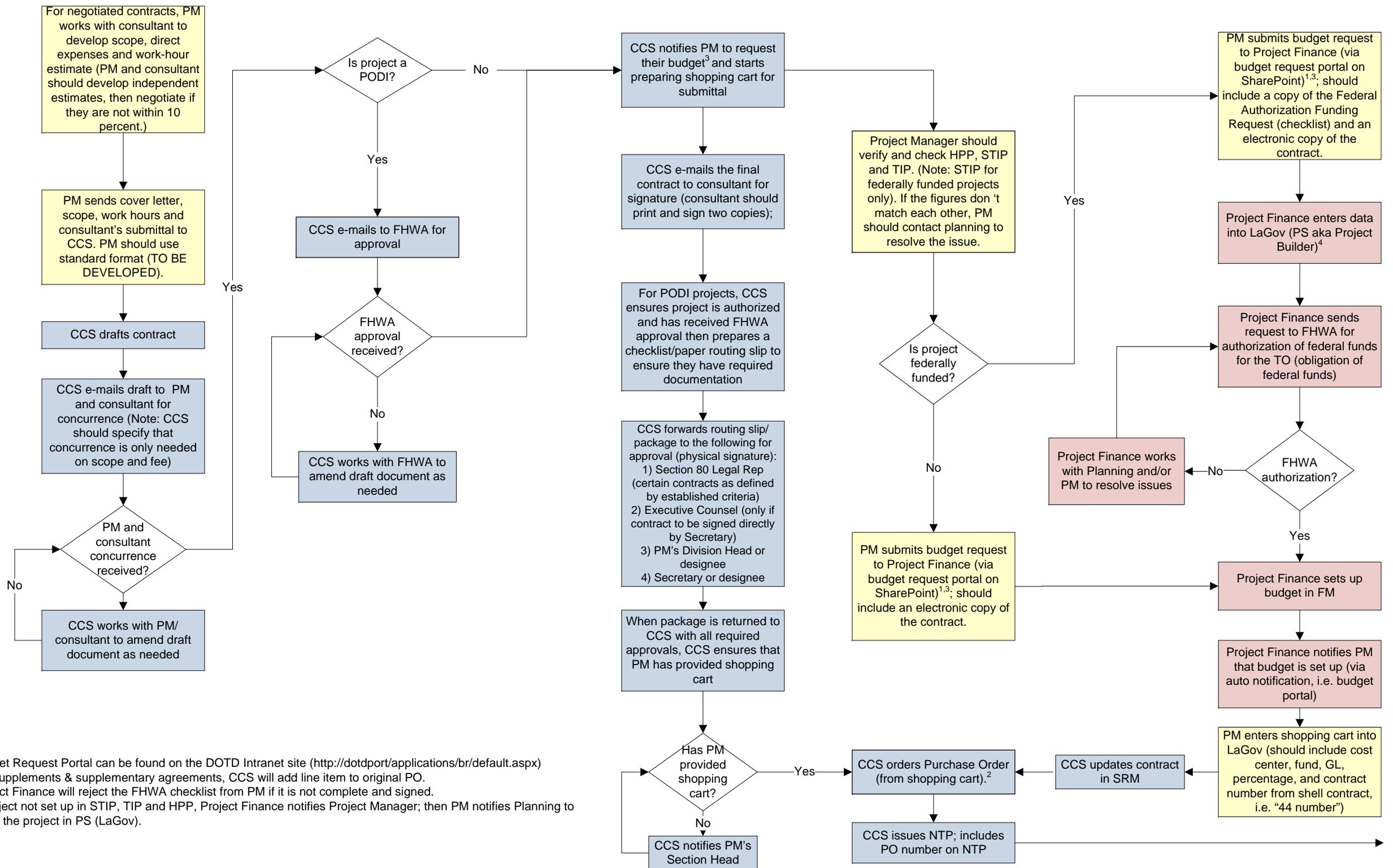
- Office of the Secretary – Deputy Secretary
- Office of Management and Finance – Undersecretary
- Office of Engineering – Chief Engineer
- Office of Operations – Assistant Secretary of Operations
- Office of Multimodal Planning – Assistant Secretary of Multimodal Planning

³Request includes: Letter (CCS has a checklist to spell out what needs to be in letter), copy of all related memos

⁴The protest period for non-responsive submitters is 72 hours; the "short list" will not be submitted to the Secretary until all protest periods are over.

⁵Substitutes on an evaluation team need to be approved by PM's Section Head

⁶"Back check" process includes checking past performance grades, verifying scores from each of the primes, checking their backlog, and performing an analysis to come up with rankings; then work has to be re-checked; sometimes non-responsive letters have to be sent⁴



¹Budget Request Portal can be found on the DOTD Intranet site (<http://dotdport/applications/br/default.aspx>)
²For supplements & supplementary agreements, CCS will add line item to original PO.
³Project Finance will reject the FHWA checklist from PM if it is not complete and signed.
⁴If project not set up in STIP, TIP and HPP, Project Finance notifies Project Manager; then PM notifies Planning to set up the project in PS (LaGov).

