

Non-competitive Selections

As per the Consultant Contract Services Manual:

Whenever the need for a non-competitive selection is ascertained, the appropriate DOTD Section Head will submit justification to the Consultant Contract Services Unit. The justification will be reviewed and submitted through the appropriate Assistant Secretary or Chief Engineer to the Secretary for approval. The request will be in a written form and contain the following information:

- A. Justification for this type of selection
- B. The recommended firm
- C. Reasons for recommending the selected firm
- D. Type of contract
- E. Estimated compensation
- F. Source of funding

The routing of the memo will be:

1. Section Head
2. Consultant Contract Services
3. Respective Division Head (i.e., Chief Engineer, Assistant Secretary, etc.)
4. Executive Counsel
5. Secretary
6. Consultant Contract Services