

This is the third newsletter published by Consultant Contract Services (CCS). If a Project Manager or Consultant desires that a particular topic or issue be addressed, please e-mail Alan Dale with a request.

Shortlists/Apparent Selections

CCS has changed Shortlists/Awards to Shortlists/Apparent Selections. This change is to allow a protest to be filed within 72 hours of this notice (excluding weekends and holidays). The protest must be submitted in writing and specifically set forth the grounds and/or reasons for the protest. At the same time the Shortlists/Apparent Selections are posted, CCS will e-mail a copy of the detailed scoring breakdown sheets to the Prime Consultants which were graded. The Primes will not need to submit a request for these sheets. If an e-mail is not received, the Prime shall notify CCS within 24 hours. CCS will only e-mail the breakdown sheets to the person listed in section 4a of the 24-102 form submitted. Sub-Consultants and non-responsive Primes will not be included in this e-mail list. After 72 hours if no protests are received, a selection will be finalized. **See the following link for details on the SELECTION PROTEST:**

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/b37675003939155486257c1a00526ee7?OpenDocument>

Non-Responsive Submittals

CCS has changed the manner that non-responsive letters are issued. An e-mail notification along with the original letter mailed to the Prime Consultant. This change is to allow a protest to be filed within 72 hours of the e-mail notification (excluding weekends and holidays). The protest must be submitted in writing and, specifically set forth the grounds and/or reasons for the protest.

Overhead Rates

The consultant is to submit overhead rates yearly. CCS uses the last three rates (if three or more rates are available) within the last 5 years to compute the average overhead. Ensure that you are providing DOTD with a current audited overhead rate as required. Failure to do so will result in the use of an overhead rate of 100% when preparing compensation packages.

Notice to Proceed and Purchase Order

CCS will issue a Notice to Proceed, once all contract actions are completed. If a copy of the purchase order is not include with the submittal back to the consultant, the Project Manager has not yet establish the funds in the LaGov System. Until these funds are established, no invoices can be processed. The Project Manager should discuss options with the Prime Consultant, such as the suspension of the contract time until funds are established or the performance of work with invoice being held until funds are established.

24-102 Submittals

- a)** The firm name should appear on each page of the form
- b)** Advertisements state that sub-consultant's 24-102 forms must be firmly bound to the prime consultant's submittal. Use of paper clips or binder clips do not constitute "firmly bound."
- c)** The resumes included in Section 10 are to be arranged in alphabetical order by last name.
- d)** An employee's domicile is required on the resume' provided in Section 10. The employee's domicile is their home office location. Both the city/town and state should be included.
- e)** The contract fees for any remaining work shown in Section 12 should be totaled at the bottom of the last page.
- f)** When totaling the contract fees in Section 12, make sure that the total shown is correct. We will not make corrections for you if the total shown is too high.
- g)** It is not necessary to list retainer contracts in Section 12 which were recently awarded but have no open task orders. Only open task orders should be listed. When task orders are shown it is helpful to identify the retainer contract number.
- h)** Required Training Certifications/Certification of Compliance must be submitted with and made part of the consultants DOTD Form 24-102 for all requirements listed in the Minimum Personnel Requirements. These certifications along with any required licenses shall be attached behind the person's resume.
- i)** The percentage of work for the prime consultant and each sub-consultant provided in Section 8b should be in whole numbers.