



## TRANSPORTATION CABINET

Frankfort, Kentucky 40622  
www.kentucky.gov


**Ernie Fletcher**  
Governor

**Bill Nighbert**  
Secretary

**Marc Williams**  
Commissioner of Highways

### MEMO

**TO:** All Prequalified Consultants

**FROM:** James H. Wathen, PE, PLS   
Director, Division of Program Performance

**DATE:** August 2, 2007

**SUBJECT:** Consultant Selection Debriefing Policy

Effective with this memorandum, the Transportation Cabinet policy for requesting a Consultant Selection Debriefing meeting is revised as follows:

1. Requests must be submitted to the Director of Program Performance within thirty (30) days of the selection date. Debriefing requests must be in writing to the Director, or designee. An email is considered a written request.
2. A firm is permitted a maximum of two (2) debriefings per calendar year.
3. Debriefings shall only address the individual firm's proposal. The strengths of the short-listed firms, or the proposals of any other firms, will not be discussed. The firm's current workload, prequalification areas, or direct experience, and those of their subconsultants, may be discussed. Suggestions for improvement are an expected Committee response.
4. A firm may request to see their firm's current evaluation ratings.
5. Debriefings may be scheduled after a successful KYTC negotiation occurs.
6. Debriefings may be face-to-face, written, or general in nature.
  - A. Face-to-Face Debriefing:
    1. No marketing materials may be handed out during the debriefing; nor may the consultants make any direct marketing approach to the Committee Members during the debriefing.
    2. Once a debriefing is scheduled, the firm shall provide written questions to the Director of the Division of Program Performance, or designee.

3. Questions are limited to the firm's capabilities and to the proposal being addressed.
4. Face-to-face debriefings may only occur in an organized meeting chaired by the Director of the Division of Program Performance, or designee.
5. Consultants shall not make individual contact with members of the Selection Committees for purposes of receiving debriefing information.
6. The Director of the Division of Program Performance, or designee, shall arrange a face-to-face debriefing such that a majority of the Selection Committee will be in attendance.
7. Debriefings will last no more than thirty (30) minutes.
8. The debriefing will be arranged within thirty (30) days from the date of request and the members of the Selection Committee will be notified. However, the face-to-face debriefing must occur after the project negotiation and near the estimated notice to proceed date.
9. The consultant may not bring more than two (2) other persons to the debriefing. Hence, there shall be no more than a total of three (3) persons from the firm at the debriefing.

B. Written Debriefing:

1. Once the debriefing is scheduled, the firm shall provide written questions to the Director of the Division of Program Performance, or designee.
2. Upon approval of the questions, the Director of the Division of Program Performance, or designee, shall submit the questions to all Committee Members who shall have fourteen (14) days to respond.
3. Questions are limited to the firm's capabilities and to the proposal being addressed.
4. The Director of the Division of Program Performance, or designee, shall review the responses and send them to the requesting firm within thirty (30) days of the original request.

C. General Debriefing:

1. If a firm has not submitted on a project before, or if the firm has not been short-listed for over one (1) year, they may request a general debriefing with the Director of the Division of Program Performance, or designee, and members of the Selection Committees chosen by the Director of the Division of Program Performance, or designee.
2. Debriefings shall give general directions on preparing a response to announcement and provide information on best practices.