



Division of Professional Services

Prequalification

- Divisions own their criteria for prequalification.
- Divisions review and approve.
- DPS is a clearinghouse that coordinates.
- Odd calendar years allow for consultant certification instead of fill application.
- Consultants encouraged to submit CDs with searchable pdf of application for Division review.

Advertisements

- Brooks Act requires we include all possible services.
- If it is not in the advertisement the services must be done in-house or another advertisement must be issued for consultant.
- Purpose and need development.

Statewide Agreements

- Copy Division of Professional Services on the executed Letter of Agreement.
- State the total letter agreements to date for contract in each letter of agreement.
- Make sure each letter agreement address
 - Money
 - Time
 - Deliverables

Authorization of Funds & Notice to Proceed

- Do not let your staff work on a project without funds being authorized first.
- Do not let a consultant work on a project without a Notice to Proceed (NTP).
- Make sure that you do not approve payment for work performed before NTP issued.
- Check Payment Milestones in contract agreement before approving payment.

Contract Modifications

Some situations that may justify a contract modification are as follows:

- The project limits have been substantially revised from those initially indicated in the pre-design minutes.
- A change of scope has occurred.
- The consultant is requested to revise the plans because of a direction change by the Department.