



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

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GOVERNOR

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SECRETARY

MEMORANDUM

TO: All Prequalified Consultants

FROM: Eric Pelfrey, P.E. *EP*
Director, Division of Professional Services

DATE: January 20, 2021

SUBJECT: Consultant Selection Debriefing Policy

Effective with this Memorandum, the Transportation Cabinet's Consultant Selection Debriefing policy is hereby revised as follows:

1. Consultants shall not make contact with individual selection committee members for purposes of receiving selection information which should be presented during a formal debriefing. Debriefing requests must be submitted via email to the Director of the Division of Professional Services within thirty (30) days of the selection date. Debriefing meetings may now occur immediately after a predesign meeting for a project-specific contract or statewide contract scoping meeting.
2. Debriefing questions shall only address the individual firm's response to announcement, including but not limited to: perceived strengths or weaknesses of the technical project approach, experience of the project team and subconsultants, record of performance on past similar projects, current workload capacity, prequalification areas, organizational structure, and graphic presentation format.
3. The strengths of the selected firm(s) or the proposals of any other firms shall not be discussed. Individual selection members rating sheets or final committee scoring sheets are considered preliminary working documents and shall not be made available. Upon request, the selected firm(s) Project Approach section of their proposal may also be made available.
4. A firm may request a maximum of two (2) debriefings per calendar year. A firm may request to see their firm's current evaluation ratings for completed projects.
5. A firm may request a copy of the Project Approach section from the selected consultant(s) response to announcement for an advertisement unless a statewide contract for the same service or another project-specific similar project is currently advertised. A firm must have responded to the announcement to request a Project Approach for a contract. The selected consultant(s) may be made aware of the firm which requested their Project Approach.

6. Debriefings may be face-to-face, virtual, written, general, or marketing in nature.
 - A. Face-to-Face or Virtual Debriefing meeting with the Selection Committee
 - i. The Director of the Division of Professional Services (or designee) shall arrange a face-to-face or virtual debriefing such that a majority of the selection committee members may attend.
 - ii. The debriefing may be arranged immediately upon consultant selection and the members of the selection committee will be notified. However, the face-to-face or virtual debriefing shall not occur until the predesign or statewide scoping meeting.
 - iii. The firm must provide written questions to the Director of the Division of Professional Services, or designee to serve as the meeting agenda.
 - iv. Questions are limited to the firm's capabilities and to the consultant's response being addressed, rather than the merits of the selected consultant(s) response.
 - v. Face-to-face or virtual debriefings shall only occur in an organized meeting chaired by the Director of the Division of Professional Services, or designee.
 - vi. Debriefings with the firm shall be limited to thirty (30) minutes.
 - vii. The firm shall not be represented by more than three (3) persons at the debriefing.
 - viii. Committee members are expected to provide various suggestions for improvement.
 - B. Written Debriefing with responses from the Selection Committee
 - i. Once the debriefing is formally accepted, the firm shall provide written questions to the Director of the Division of Professional Services, or designee.
 - ii. Upon approval of the questions, the Director of the Division of Professional Services (or designee) shall submit the questions to all committee members who will have fourteen (14) days to respond.
 - iii. Questions are limited to the firm's capabilities and to the consultant's response being addressed, rather than the selected consultant(s) response.
 - iv. Committee members are expected to provide various suggestions for improvement.
 - v. The Director of the Division of Professional Services (or designee) shall review the responses and send them to the requesting firm within thirty (30) days of the original request and after the predesign meeting or the statewide scoping meeting.
 - C. General Debriefing with Cabinet representatives
 - i. A firm may request a general debriefing with the Division of Professional Services, contract or project managers, Cabinet representatives, or any combination thereof.
 - ii. Debriefings shall give general instructions to prepare a response to announcement, provide information on best practices, and various suggestions for improvement.
 - D. Marketing Meeting to Secretary's Pool and Governor's Pool
 - i. If a firm would like to present marketing information to a group of Secretary's Pool and Governor's Pool members, they may also request a marketing meeting.
 - ii. The Director of the Division of Professional Services (or designee) shall arrange a face-to-face or virtual debriefing such that a majority of the selection committee members may attend.
 - iii. Marketing materials must be provided in advance to express qualifications of the firm.
 - iv. A firm shall only solicit to selection committee members who are not assigned to contracts being reviewed for which that firm is pursuing as a prime or sub. A violation of solicitation to members may result in the withdrawal of response of a firm.