



COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET

Frankfort, Kentucky 40622  
www.transportation.ky.gov/

Matthew G. Bevin  
Governor

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Secretary

**MEMORANDUM**

**TO:** All Prequalified Consultants

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

**DATE:** May 25, 2018

**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 in writing (email is acceptable) to the Director of the Division of Professional Services within thirty (30) days of the selection date. Debriefing information may be provided after a successful project-specific contract negotiation or after a 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.
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. Unless a statewide contract for the same service or another project-specific similar project is currently advertised, a firm may request a copy of the Project Approach section from the selected consultant(s) response to announcement for an advertisement. The selected consultant(s) will be made aware that the firm has requested their Project Approach.



6. Debriefings may be face-to-face, written, or general in nature. Please see below for more details regarding each type of debriefing.

A. Face-to-Face Debriefing meeting with the Selection Committee

- i. The Director of the Division of Professional Services (or designee) shall arrange a face-to-face debriefing such that a majority of the selection committee members will be in attendance.
- ii. The debriefing may 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 shall not occur until the project negotiation or statewide scoping meeting.
- iii. Once a debriefing meeting is scheduled, the firm shall provide written questions to the Director of the Division of Professional Services, or designee.
- iv. Questions are limited to the firm's capabilities and to the consultant's response being addressed, rather than the selected consultant(s) response.
- v. Face-to-face debriefings shall only occur in an organized meeting chaired by the Director of the Division of Professional Services, or designee.
- vi. Debriefings shall last no more than thirty (30) minutes.
- vii. 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.
- viii. Marketing materials shall not be handed out during the debriefing. Consultants shall not make any direct marketing approach to the selection committee members during the debriefing.
- ix. 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 upon successful project negotiation or the statewide scoping meeting.

C. General Debriefing

- i. 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 Division of Professional Services or specific consultant contract managers.
- ii. Debriefings shall give general instructions to prepare a consultant's response to announcement and provide information on best practices.