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## National Qualifications-Based Selection Awards

### Call For Nominations – 2018 QBS Awards

**Date:** December 13th, 2017

**To:** NSPE State Society Presidents  
NSPE State Society Executive Directors  
ACEC M.O. Presidents  
ACEC M.O. Executive Directors

**From:** Dan Wittliff, P.E., F.NSPE  
Chair, Committee on Policy and Advocacy

Benjamin A. Lilly  
Chair, ACEC Federal Agencies & Procurement Advocacy Committee

**Subject:** Nominations for 2017-2018 QBS Awards  
**Deadline: March 7, 2018**

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Every year, NSPE and ACEC partner to administer the QBS Awards, recognizing public and private entities that make exemplary use of the Qualifications-Based Selection process at the federal, state and local levels. QBS Award winners serve as examples of how well the QBS process works, and they help NSPE and ACEC promote the practice of QBS in jurisdictions that do not use, or underutilize, QBS to procure engineering services.

**NSPE and ACEC are now seeking nominations for the 2017-2018 QBS Awards. The deadline for nominations is March 7<sup>th</sup>.** A simple nomination form is attached for your use.

#### **Three QBS Awards**

A maximum of one QBS Award shall be presented in each of the following categories:

- Federal Government Sector
- State Government Sector
- Nongovernment Sector

Nominations may originate from an NSPE State Society, an ACEC Member Organization, a public or private entity, or an individual in the public or private sector. Self-nomination is not permitted.

Each nomination shall require, before submission, the signed endorsement of both the NSPE State Society and the ACEC Member Organization of the nominee's state or region. Nominations submitted that do not meet this requirement shall be returned for the necessary endorsements, and if such are not forthcoming, the nomination shall be disqualified.

Nongovernmental entities and individuals eligible for nomination include, but are not limited to, private corporations, privately funded research labs, private utility companies, design professionals, construction contractors, developers, and any nongovernmental entity that uses design professionals' services on a regular basis.

Governmental entities eligible for nomination include, but are not limited to, federal governmental departments or agencies, state governmental departments or agencies, municipalities, local governments, school districts, university systems, public utility systems, publicly funded research laboratories, and special purpose districts.

### **Mandated and Non-Mandated QBS**

Public entities operating under mandated QBS procedures (the federal Brooks Act or state "mini-Brooks laws") are eligible to receive the QBS Award if they have demonstrated exceptional leadership in using Qualifications-Based Selection. However, nominations for public entities that use QBS where no legal mandate applies will receive priority consideration if all other criteria are rated equally.

### **Evaluation Criteria**

Evaluation criteria for the QBS Award may include the following elements, depending on their relevance to the agency's program and process:

- **Market Survey**, including performing a market survey and publicizing the results of the survey prior to the RFQ.
- **Public Notice**, including the use of pre-solicitation notices, allowing a reasonable number of firms to submit qualifications, and sufficient public notice to allow for research and teaming actions.
- **Request for Qualifications (RFQ)**, including the level of detail in the RFQ describing the professional services requested, clarity in the scoring criteria used in evaluating responses, the response requirements (appropriate submittal length, past performance and reference information requirements), and the duration provided to prepare responses to the RFQ.
- **Evaluation Methodology**, including the implementation of standardized scoring correlated to the requirements stated in the RFQ, appropriateness of selection board configuration, timeliness of the selection and notification of both selected and non-selected offerors, and use of references in the evaluation.
- **Interview** (if applicable), including an appropriate number of firms shortlisted for interviews, suitability of the interview content and structure for the project, standardization of interview format and questions, providing reasonable notice of the interview schedule, and prompt notification of results.
- **Debriefings**, including providing useful and adequate feedback in a timely manner to all submitters.
- **Negotiations**, including whether negotiations were performed in a timely manner and in good faith.

### **Recognition at the 2018 NSPE Professional Engineers Conference (PECON)**

The QBS Award winner will have an opportunity to receive an engraved trophy and will be recognized during the 2018 NSPE Professional Engineers Conference (PECON) in July 2018 at Caesars Palace in Las Vegas. Travel and lodging expenses will be reimbursed by NSPE, subject to NSPE's policies and as permitted by law.

In addition to the QBS Awards, the QBS Awards program generally designates up to four Merit Award winners, who will each be presented with a plaque at a state-level event.

Since the QBS Awards is a joint awards program, coordination between the appropriate NSPE and ACEC state organizations is very critical. Therefore, please consult with the appropriate NSPE State Society and ACEC Member Organization before seeking a nominee's consent for consideration. Please then be sure to consult your nominee and obtain his, her, or the organization's consent before submitting your nominee for consideration. Nominations should be sent to NSPE at the address on the following form. Electronic applications may be sent to John Keane at [jkeane@nspe.org](mailto:jkeane@nspe.org) with a copy to Charles Kim at [ckim@acec.org](mailto:ckim@acec.org).

**PUBLIC AND PRIVATE ENTITIES THAT EMPLOY A TWO-ENVELOPE PROCUREMENT PROCESS OR THAT INCLUDE FEES OR RATES IN THE DETERMINATION OF THE MOST HIGHLY QUALIFIED RESPONDENT ARE NOT ELIGIBLE FOR CONSIDERATION UNDER THIS AWARDS PROGRAM.**

If you have any questions, please contact John Keane of NSPE at [jkeane@nspe.org](mailto:jkeane@nspe.org).

Thank you for your interest in Qualifications-Based Selection.

Attachment: Nomination Form



## NOMINATION FOR THE 2018 NSPE/ACEC QBS AWARD FOR DESIGN PROFESSIONAL PROCUREMENT PRACTICES

PLEASE CONSULT WITH THE APPROPRIATE NSPE STATE SOCIETY AND ACEC MEMBER ORGANIZATION BEFORE SEEKING A NOMINEE'S CONSENT FOR AWARD CONSIDERATION.

PLEASE THEN CONFIRM YOUR NOMINEE'S CONSENT FOR AWARD CONSIDERATION.

FINALLY, PLEASE COMPLETE THE FORM BELOW AND OBTAIN THE SIGNED ENDORSEMENT OF THE NSPE STATE SOCIETY AND THE ACEC MEMBER ORGANIZATION OF THE NOMINEE'S STATE OR REGION.

NOMINATIONS SHOULD BE SENT TO NSPE AND ACEC AT THE ADDRESSES BELOW.

**PUBLIC AND PRIVATE ENTITIES THAT EMPLOY A TWO-ENVELOPE PROCUREMENT PROCESS OR THAT INCLUDE FEES OR RATES IN THE DETERMINATION OF THE MOST HIGHLY QUALIFIED RESPONDENT ARE NOT ELIGIBLE FOR CONSIDERATION UNDER THIS AWARDS PROGRAM**

ELECTRONIC APPLICATIONS MAY BE SENT TO JOHN KEANE AT [jkeane@nspe.org](mailto:jkeane@nspe.org) WITH A COPY TO CHARLES KIM AT [ckim@acec.org](mailto:ckim@acec.org) .

DEADLINE: 3/7/2018

1. Candidate: \_\_\_\_\_

Category:

- \_\_\_\_\_ Federal Governmental
- \_\_\_\_\_ State Governmental
- \_\_\_\_\_ Nongovernmental

2. Key Candidate Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Nominated by: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Endorsed by:

\_\_\_\_\_  
NSPE State Society

\_\_\_\_\_  
ACEC Member Organization

NOTE: A NOMINATION WITHOUT THE ENDORSEMENT OF BOTH THE NSPE STATE SOCIETY AND THE ACEC MEMBER ORGANIZATION OF THE NOMINEE'S STATE OR REGION SHALL BE RETURNED FOR THE NECESSARY ENDORSEMENTS, AND IF SUCH ARE NOT FORTHCOMING, THE NOMINATION SHALL BE DISQUALIFIED.

4. Did a QBS facilitator meet with the candidate? Yes \_\_\_\_ No \_\_\_\_

QBS facilitators are individuals who provide education to public owners on the merits of using QBS to procure design professional services, and provide assistance on implementing a qualifications-based A/E selection process.

Name of QBS facilitator: \_\_\_\_\_

5. Please provide a brief narrative explaining why this public entity/private entity/individual is a candidate for a QBS Award:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe the nominee's selection procedure: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Is the procedure a written policy? Yes \_\_\_ No \_\_\_  
**(If yes, please include a copy of the policy.)**
8. How long has the selection process been used? \_\_\_\_\_
9. Does the process cover: Architects \_\_\_\_\_ Engineers \_\_\_\_\_ Land Surveyors \_\_\_\_\_
10. Who administers the selection procedure? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Is the person a: PE \_\_\_ AIA \_\_\_ PLS \_\_\_ Other \_\_\_\_\_
12. Who makes the final decision on which design professional is chosen?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Is QBS government-mandated? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Additional comments: \_\_\_\_\_  
 \_\_\_\_\_

Signature, name, and affiliation of person submitting this nomination:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Affiliation \_\_\_\_\_

PLEASE MAIL OR EMAIL TO:

John Keane  
 National Society of Professional Engineers  
 1420 King Street  
 Alexandria, VA 22314  
[jkeane@nspe.org](mailto:jkeane@nspe.org)

PLEASE SEND A COPY TO:

Charles Kim  
 American Council of Engineering Companies  
 1015 Fifteenth Street, NW, 8<sup>th</sup> Floor  
 Washington, D.C. 20005  
[ckim@acec.org](mailto:ckim@acec.org)