

**PROCURING A&E CONTRACTS:  
DIFFERENCES BETWEEN RFP AND RFQ**

	<b>RFP</b>	<b>RFQ</b>
<b>Scope of Work</b>	Specific project with well defined scope and deliverables (PID, PA&ED, PS&E, CE/CM)	On-call services with general scope of services with certain professional requirements (Environmental Studies) As-needed specialized services across multiple projects (Surveying or Construction Engineering)
<b>Evaluation Criteria</b>	Understanding of project Experience with similar projects Key team members Technical and regulatory understandings	General knowledge and experience of firm Availability of key team members Stability of firm and cost control measures Technical and regulatory understandings
<b>Selection Process</b>	Review technical proposal and optional oral interviews	Review Statement of Qualification and optional oral interviews
<b>Advertisement Document</b>	Description of project	Specialized services or multiple projects
<b>Advertisement Period</b>	Minimum of 14 calendar days Recommend at least 4 weeks Pre-proposers conference, if applicable	Minimum of 14 calendar days Recommend at least 4 weeks Pre-proposers conference, if applicable
<b>Method of Payment</b>	Typically Cost Plus Fixed Fee or Lump Sum. However, could also be Fixed Rate of Compensation.	Specific Rate of Compensation Must indicate the maximum total contract dollar amount
<b>Contract Duration (Begin/End)</b>	Project/deliverables schedule (with contingency)	Must indicate a maximum length of contract period for on-call contract. Normally 2-3 years. Maximum 5 years.
<b>Audit and Review Process</b>	Similar - See LAPM Chapter 10 Section 10.3	Similar - See LAPM Chapter 10 Section 10.3 Based on total (aggregate, not annual, or each task order) amount of on-call contract
<b>DBE Utilization Goal</b>	For contract	Set overall DBE goal for on-call contract Implemented through separate/individual DBE goals for each task order thereafter
<b>Content and Format of Response to Solicitation</b>	Technical Proposal: Work plan with schedule and resources Staffing plan/organizational chart/proposed team Resumes Reference projects and contact names DBE commitments	Statement of Qualifications: Project Manager and key team members Organizational chart/proposed team/availability chart Resumes Reference projects and contact names DBE commitments