



Request For Qualification s

Overview

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RFQ

Definition & Purpose

- Request for Qualifications = **RFQ**
- **Purpose:** Realizing full value of professional services requires a careful approach to selecting, contracting, & partnering with service providers. One of the most critical steps in this process is **finding the best “fit”** - an individual or firm that is capable of completing the work effectively, whose values & approach are well aligned with those of Fort Smith Public Schools.
- RFQs help to ensure an equitable process & attract the most diverse, competitive pool of applicants possible.
- RFQ asks potential candidates to submit a brief summary of their qualifications to complete our scope of services.
- Responding to a Request for Proposal (**RFP**) can be time consuming & costly for service providers. Causing many capable professional service providers to simply choose not to respond to RFPs.
- RFQ focuses on **qualifications** without any consideration of **price**.

- Under section 7.5-Purchases & Procurement of FSPS Business & Financial Management Policies
 - **“Professional Services” are defined as:** Any legal, financial advisory, architectural, engineering, construction management, & land surveying professional consultant services. (page #5)
 - **Professional Services (page #7):** The District does not use a bidding process when procuring professional services. Instead, when the District needs to procure professional services, the District shall:
 1. Request information and/or qualifications from interested providers - (RFQ).

Basic Components of an RFQ

- **PURPOSE:** Clear concise summary of the purpose of the project in a few sentences/bullets
- **BACKGROUND:** Provide a brief overview of the client & context for the project. To include the HOW & WHY, along with potential challenges
- **SCOPE OF SERVICES:** (1) Describe the work to be completed & the outcomes for which service provider will be accountable (2) Relevant timeline parameters (3) Describe nature of expected deliverables
- **QUALIFICATIONS:** Provide a summary of the qualifications (values, skills, experience) you are seeking
- **SUBMISSION INSTRUCTIONS:** Specifications on how applicants should respond (bios, resumes, work samples, etc.), where & when to send, & whom applicants may direct question
- **REVIEW PROCESS & TIMELINE:** Provide specifics on how we plan to assess applicants (grading rubric), when they can expect to hear from us, & what the next steps are
- **ADDITIONAL RESOURCES:** On an as needed basis

RFQ Solicitation

- Focus is on **QUALIFICATIONS** not \$\$\$.
- **Traditionally:** FSPS has posted on District Webpage & ran legal classified ad in Southwest Times for two consecutive Sundays.
- Based upon the specificity of requirement - widest dissemination needed.
- **Recommendation:** Traditional posting in conjunction with running on a Bonfire Procurement Portal.

FSPS Administrative Questions

- What will be the role of District Administration?
- Will there be designated **LEADs** from the District, the Board, or other entities?
- Is the Board ready tonight to develop the RFQ **scope, timeline, & grading rubric**?

Questions