

REQUEST FOR QUALIFICATIONS (RFQ)

A request for qualifications (RFQ) is a solicitation that focuses on qualifications or specialized expertise without any initial consideration of price. Other than as provided in § 19-11-801 et seq., the RFQ process may only be used when, under rules promulgated by the State Procurement Director, the director determines in writing that the request for qualifications process is warranted (Ark. Code Ann. 19-11-204 (10)).

- Per Ark. Code Ann. § 19-11-802, the RFQ is the mandated procurement method when contracting for architectural, engineering, land surveying, legal, and interior design services.

An RFQ may also be used as the selection method for other Professional Consultant Services contracts when it is determined to be the most suitable method of contracting by the State Procurement Director. It can be designed to award to a single contractor or to qualify a pool of contractors. (See TSS OSP R1:19-11-204.) Minimum qualifications must be provided to prospective contractors in the RFQ solicitation document.

RFQ Approval

Obtain prior written approval from the State Procurement Director to utilize this procurement method ***unless it is for the procurement of legal, financial advisory, architectural, engineering, construction management, and land surveying services.***

To request approval, go to the link for ***Request for Qualifications Procedures*** on the OSP website and follow the directions provided.

Directions and steps for executing this type of procurement will be provided by TSS OSP once the RFQ procurement method has been approved.

Other Considerations – Legislative Review

Some service contracts must be reported to the legislature or submitted for legislative review. If a service being procured meets the conditions for legislative review, prior to the final AASIS release, a contract submission in the PCS or TGS portal is required. After it has been submitted for review, the contract needs final approval from TSS OSP so that the final AASIS releases can be made to begin the contract. Attach the executed Services form to the PO or OA. See the TSS OSP website for additional information regarding legislative review of services contracts.