

BGS Professional Services Pre-qualification RFQ

Frequently Asked Questions

Question 1 **Is it necessary to apply for pre-qualification now if an application was successfully made in 2013, the last time this process was opened?**

Response *Yes. The previous list will expire when the new list is created.*

Question 2 **When will applicants be given notification of their status?**

Response *After the deadline for submission of applications. The Bureau will begin the process of reviewing applications during the application period. When the application period closes, the Bureau of General Services will complete the review of all applications and establish the list of professionals. We will notify applicants of their status by e-mail and also post the complete list on our website.*

Question 3 **Why are some disciplines which were included previously excluded from the List?**

Response *Primarily for better customer service; there are several reasons. The option to procure some services with two different procurement rules and contract forms was unnecessarily confusing for contracting agencies. Most contracts were better suited to the “best value” procurement method and were carried out that way. Some disciplines excluded from this list, such as space planning, property appraisal, and commissioning, were not frequently used. The list will now focus on the core architectural and engineering disciplines which, by statute, need to follow the qualifications based selection process.*

Question 4 **Can a firm show more than five projects in Section 3?**

Response *Section 3 Project Experience of the Firm is designed to allow only five example projects to establish a general qualification for the purpose of our list. Firms should try to represent a broad range of expertise, especially if requesting pre-qualification in multiple disciplines. Item 6 Statement of the firm’s professional experience gives the opportunity to expand on the topic in a wide-ranging way.*

Question 5 **Can a firm show more or fewer than five Key Employees?**

Response *Section 4 Experience and Qualifications of Individuals Within the Firm can have as few as one individual listed. It is not necessary to show more than five individuals. Item 6 allows the firm to summarize the firm’s experience and qualifications for employees not listed among the five Key Employees.*

Question 6 **Should a firm with more than one office location submit one application, or one application for each office location?**

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Response *One application is sufficient for each firm, showing the office location you wish contracting agencies to contact. Provide additional office location information, if you wish to, at Section 3 Project Experience of the Firm, Item 6.*

Question 7 **Are there any requirements or goals for utilization of minority or women owned businesses?**

Response *Not for the listing, and usually not for particular projects.*

Question 8 **Do pre-qualified firms compete for the work of a project, or is a firm selected for a project first, then a fee is negotiated?**

Response *The latter is true. The Bureau or other state agency will contact one firm regarding a particular project, and request information including confirmation that the status of the firm is consistent with the application on file. A description of the scope of services and request for a fee proposal is given at that time.*

Question 9 **Does an applicant need to have an office in the State of Maine to be considered for the work?**

Response *Appropriate licensure in the State is required. A physical office in the State is not a requirement for prequalification.*

Question 10 **Will preference be given to firms with Maine office locations?**

Response *No. However, availability for the project and proximity to the site relative to project cost impact, are two factors that the contracting agency may consider in requesting a proposal in a single-source procurement.*