

ON-CALL TASK ORDER FIRM SELECTION FORM
(USE FOR CONTRACTS FOR SERVICES, DO NOT USE FOR A&E FIRMS)

Project Manager: _____ Date: _____
 Task Order No.: _____ Contract No.: _____
 Task Order Amount: _____
 Project Description/Title: _____

You must compare all eligible on-call firms to each other. You may not select one firm and then simply state why it is qualified because, in almost all cases, more than one on-call firm is eligible and qualified for the work. Therefore, a comparison of the firms is required. You must document a comparison of the eligible firms and explain why the firm selected is the best choice among the eligible firms based on the selection factors discussed in the procurement document.

SECTION I

Are you using this document to establish use of a particular on-call firm for work that will go on beyond this Task Order on a Project-wide basis and will be of the best value to SRTA? ☐ Yes ☐ No

If you have marked the "No" box above, skip to Section II of this form. If you have marked the "Yes" box above, briefly describe the range of work that will be expected for the entire Project, beyond what is being awarded in the current Task Order:

(Explanation)

☐ The on-call firm identified below for award of this Task Order has already performed services on a Project that is in progress. The selected firm was evaluated as the best value to SRTA for the Project overall when price, qualifications, and other factors were considered previously in the Task Order Selection Form dated _____. If this box is marked, skip to Section III of this form.

SECTION II

By marking the box below, you are affirming that the following statements are true.

☐ Selection of firm for this Task Order is based upon qualification(s) and cost (best value).

Describe any additional specialty qualifications and experience needed for Task Order or Project:

(Provide Brief Description of Qualifications and Experience)

If one or more eligible on-call firms were not considered for the work in this Task Order/Project, identify the firm(s) and provide an explanation for why the firms were not considered based on factors such as experience, rates, or past performance:

(Explanation)

Draft Scope of Work was discussed with or compared with the SOQs or proposal(s) of the on-call firms shown below:

☐ Name of Firm	☐ Name of Firm	☐ Name of Firm	☐ Name of Firm
☐ Name of Firm	☐ Name of Firm	☐ Name of Firm	☐ Name of Firm
☐ Name of Firm	☐ Name of Firm	☐ Name of Firm	☐ Name of Firm

SECTION III

Check all that apply for your comparison analysis. The selected firm:

- ☐ Offers the most relevant experience based on the complexity level of this Task Order/Project compared to the other firms evaluated.
- ☐ Can meet the schedule needed for completion of the scope of work for this Task Order/Project.
- ☐ Has availability to take on additional work without jeopardizing existing project deliverables and performance.
- ☐ Provides the most appropriately experienced and skilled key personnel for this Task Order/Project when compared to the other firms evaluated.
- ☐ Has prior work experience with this Project that will prevent work from being redone and; therefore, will provide a better value to SRTA compared to the other firms.
- ☐ Demonstrated best understanding of the Project and approach during interviews/discussions as compared to the other firms.
- ☐ Offered the best overall proposal for this Task Order/Project taking level of effort and rates into account.
- ☐ Was selected in previous documentation for the overall Project and has performed to SRTA's satisfaction on prior work for the Project.
- ☐ Performance ratings of firm on previous work establish it has performed satisfactorily for SRTA.
- ☐ Other (see explanation below)

Document discussions with on-call firms confirming information marked in boxes above and/or identifying information in proposals or other documents establishing that the qualifications and cost of selected firm for this Task Order/Project are the best value for SRTA's needs. Make sure to discuss rates/costs of selected firm compared to other eligible firms.

(Explanation)

I am not aware of any conflicts of interest or organization conflicts that would arise as a result of choosing (name of firm) and believe it is best qualified for this Task Order/Project.

Project (or Task Order) Manager

Date

Accepted by Chief Fiscal Officer

Date