



# Writing and Evaluating Proposals

## 2022 PEPS Conference

Panel Discussion

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# Introduction



TxDOT uses qualification selection to procure engineering, architect services. Under QBS, TxDOT selects based on their qualifications.

**HOW?**

# Introduction to Requests for Proposals



RFP

Proposal

Evaluation

Short List  
Interviews

Selection

Request  
for  
Prop

Easy right?

Evaluation

Disclaimer: For the purpose of this discussion, we are stopping the process at the proposal and not discussing short list and interviews.



Subject matter experts are chosen for the Consultant Selection Team (CST)

The CST determines the required work categories, contract goals and essential consultant characteristics for a successful contract

The CST reviews the standard evaluation criteria and sets weightings based on importance to the contract

CST develops the proposal content section of the RFP describing the type of information the CST wants to see in the provider's written narrative (proposal) based on the contract goals and consultant characteristics

The narrative will be evaluated as a whole using the 4 evaluation criteria

# Introduction to Requests for Proposals

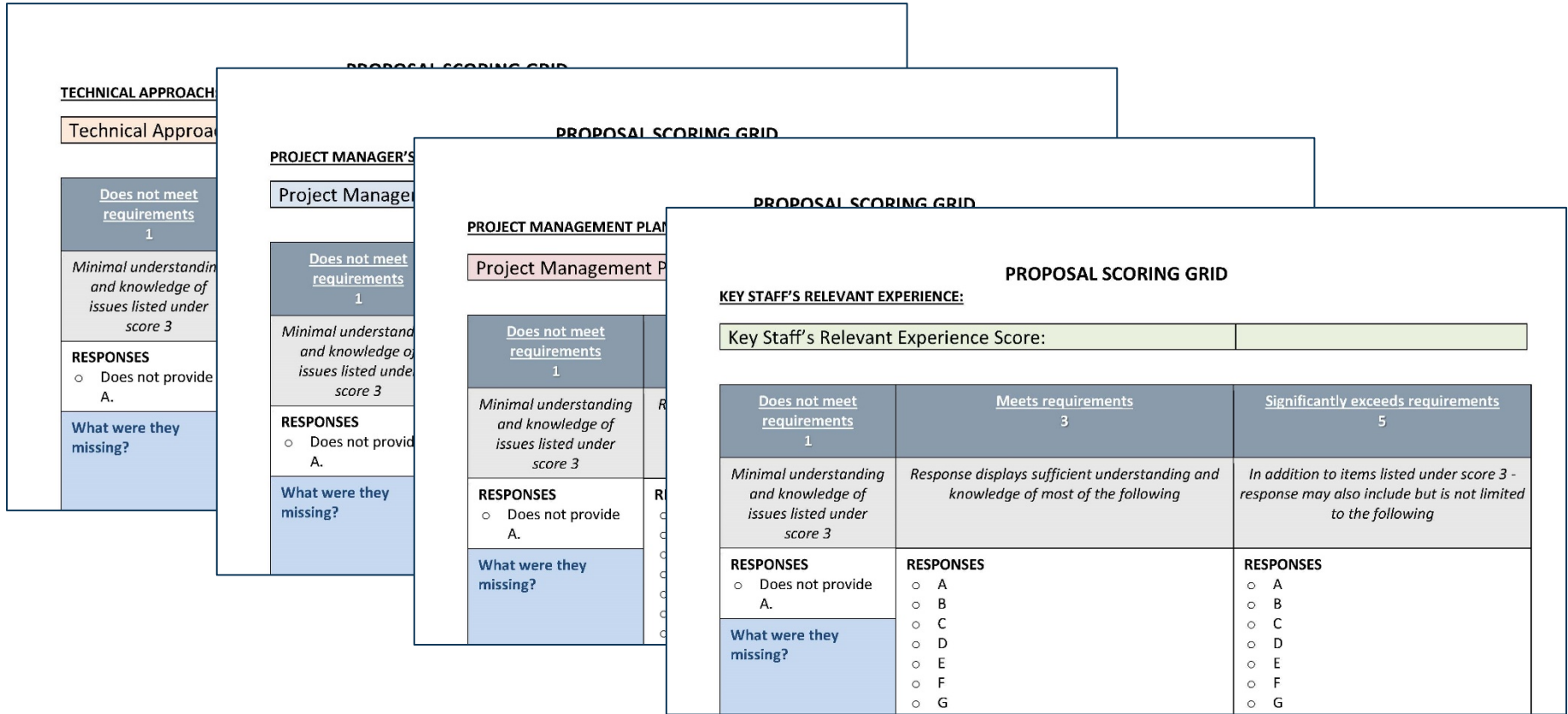


Evaluation Criteria	Included Elements	Weighting for Evaluation of Proposal
Technical approach	Project understanding, project approach, innovative concepts or alternatives	XX
Project Manager's relevant experience	Similar or related projects, project management experience	XX
Project management planning	Project staffing and resource management (who, how, and why), communication plan, quality control procedures. Also may include project scheduling or phasing for SD projects	XX
Key staff's relevant experience	Experience with similar projects	XX
Past Performance Score		5 to 15
Total		100



# CST creates the proposal scoring grid for each criteria.

The scoring grid is developed based on what is asked in the proposal content section of the RFP.



# Writing Proposals



Describe your company's process to pursue a TxDOT solicitation.



Describe your company's approach to writing a proposal. How do you make your proposal stand out from the crowd?

# Evaluating Proposals



Describe the process for creating the proposal content section of the Request for Proposal (RFP) and the corresponding scoring grid.

PM  
Relevant  
Experience

Technical  
Approach

Project  
Management  
Planning

Key Staff  
Relevant  
Experience



Since the four evaluation criteria are evaluated throughout the proposal, what is your process for evaluating proposals?



From a CST perspective, what are some best practices consultants should consider when writing proposals that may help the CST evaluate those proposals?

(aka what should consultants do and not do?)

*The views and opinions expressed in this session are those of the speakers and do not necessarily reflect the views or positions of any entities they represent.*






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