

CHAPTER 3 PROCUREMENT REVIEW OF SUBMITTALS

3.0 RESPONSIVENESS CHECK

The PSU shall perform a responsiveness check on all submittals. The responsiveness check may include but is not limited to: qualifications of prime and subconsultants, timeliness of submittals, small business requirements as applicable, inclusion of cost data, document requirements, size limits, and advertisement or other submittal requirements. The PSU will identify as non-responsive any submittals received where the prime Consultant is not prequalified in at least one major work type, or does not have an application for such prequalification in process by the response deadline date. Subconsultants may be used to qualify for all other major types of work, in accordance **with Procedure 375-030-001, Professional Services Consultant Qualification**. For projects with an estimated total cost of \$500,000 or more, PSU shall identify as non-responsive any submittal received where the prime is not administratively qualified, in accordance **Procedure No. 375-030-001, Professional Services Consultant Qualification**, or has not submitted an overhead audit to the Department performed by an independent Certified Public Accountant (CPA) or acceptable governmental agency for the most recent fiscal year. The PSU will provide the Project Manager, Department designee, or TRC with a copy of all responsive submittals received for a given project, and make available a Detailed Consultant Analysis Report providing information on past performance with the Department for all responding Consultants prequalified to perform the advertised major types of work. For professional services contracts, all administrative responsiveness checks are exclusively performed by PSU, and the recommendations are provided to the Selection Committee for the final determination.