

Pennsylvania Turnpike Commission (Commission) Summary of Procedures for Procurement of Professional Services

STEP 1: Issuance of Request for Proposals (RFP)¹

- The Issuing Department shall develop the RFP to be advertised by on the Commission’s website (Vendor Portal) or PennDOT’s Engineering and Construction Management System (ECMS).
- The RFP shall include the evaluation criteria in relative order of importance. Evaluation criteria generally may include but is not limited to the following: understanding the problem; specialized experience or qualifications of the firm and personnel; soundness of approach; cost (cannot be used for Architect/Engineering services); past performance; and other relevant factors specific to the project.
- The RFP may include Additional Selection Factors used by the PSPC or by the Commission such as geographic proximity to the project, Pennsylvania presence, equitable distribution of work, diversity inclusion and other relevant factors, when applicable.

STEP 2: Tier One Review- Technical Evaluation Team

- The Responses shall be reviewed by the Technical Evaluation Team (TET).
- The TET shall be approved by the CEO and consist of a diverse group of subject matter experts from the Issuing Department and other affected departments and independent professionals. In determining if the use of independent professionals is necessary, the Issuing Department shall address criteria related to experience, expertise, and estimated contract value.
- The TET shall provide a qualitative narrative assessment of all responses, identifying strong and weak points associated with the published evaluation criteria and provide information associated with Additional Selection Factors.
- The TET shall rate each response as Highly Recommended, Recommended or Not Recommended for the particular assignment based on the published evaluation criteria.

STEP 3: Tier Two Review- Professional Services Procurement Committee

- The TET will present the narrative evaluation summaries to the Professional Services Procurement Committee (PSPC).
- The permanent members of the PSPC shall include the Chief Counsel (non-voting member), Chief Engineer, Chief Financial Officer, Chief Technology Officer, Chief Strategy and Communications Officer, the Director of Diversity and Inclusion, and the Assistant Chief Financial Officer – Financial Administration. The CEO/COO’s direct report for the Issuing

¹ The definition of RFP includes Requests for Proposals, Requests for Statements of Interest and Invitations to Qualify

Department shall serve as an additional voting member of the PSPC on an ad-hoc basis if the Issuing Department is not under the supervision of the one of the permanent members.

- The PSPC shall review and consider the TET’s narrative evaluation summaries and ratings.
- The PSPC may also consider Additional Selection Factors, when applicable, as set forth in the RFP, taking into account the estimated value, scope, complexity and professional nature of the services to be rendered and any other relevant circumstances.
- The PSPC shall validate the TET’s evaluation and make an independent determination as to the rating for each response. Minutes shall be taken of these meetings.
- The PSPC shall not rank the firms, but rather compile an alphabetical list of Highly Recommended firms to be submitted to the Commission for award at a public meeting.

STEP 4: Tier Three Review – Commissioner Review

- Commissioners shall receive and consider all TET and PSPC materials related to the firms rated by the PSPC as “Highly Recommended” including materials related to Additional Selection Factors, when applicable.
- At a public meeting, the Commissioners shall select the top firms in alphabetical order and will vote to affirm up to three finalists per contract award.
- If approved, the Commissioners shall conduct a public discussion of the finalists in order to reach a consensus on the most “Highly Recommended” firm(s) whose proposal is determined to be the most advantageous to the Commission based on their review of all materials.
- The Commissioners shall vote to affirm the selection of the most “Highly Recommended” firm(s) and authorize Commission staff to enter into contract negotiations with the selected firm(s).

Conflict of Interest, Confidentiality and Integrity Provisions

- All firms seeking to do business with the Commission shall affirm, in writing in its response to the RFP that no conflicts of interest exist or shall disclose in writing if a conflict of interest exists.
- All TET and PSPC members, including independent professionals, involved in the procurement review process shall execute a statement of confidentiality for each procurement review and shall be required to affirm in writing they have no conflicts of interest, actual or perceived, or direct financial interest in the firms competing for Commission business.
- Contractor Integrity Provisions will apply to professional services contracts. Upon award of a contract, the firm(s) will be required to acknowledge its/their review of the ethics training materials provided by the Commission.

- All firms doing business with the Commission have a continuing obligation during the performance of the contract to disclose any matter that might affect their continued compliance with Commission policies related to procurement and contracting. Following the award of a contract and at any time during the life of the contract, if a firm request approval to add a new team member, the firm shall submit a written request to add the new team member and affirmation that no conflicts of interest exist. The request shall be approved in writing by the head of the issuing department and head of the Commission procurement department.