

PROCUREMENT PROCESS: PROFESSIONAL SERVICES

The Sponsor Agency must follow these requirements in procuring a professional services contract:

1. **LBCE Program Compliance.** Sponsor Agency shall review the LBCE Program to ensure compliance with program requirements, including, but not limited to:
 - a. Incorporating required provisions verbatim in the procurement document and subsequent contract for professional services contracts (also see Exhibit A2).
 - b. Inviting Alameda CTC staff and/or consultants to participate as a voting member in the selection of professional consultants and furnishing copies of the procurement documents (e.g., Request for Proposals and Invitation for Bids) and contracts to Alameda CTC for review prior to approval by the Sponsor Agency on contracts utilizing Alameda CTC funds.
 - c. Coordinating with Alameda CTC to achieve Alameda CTC's objectives and clarifying LBCE Program requirements in the event that the Sponsor Agency is bound by other mandated requirements.
2. **Outreach to Alameda CTC-certified Firms.** Sponsor Agency shall distribute, or request that Alameda CTC distribute, the procurement notice to Alameda CTC-certified LBE, SLBE, and/or VSLBE firms. Sponsor Agency should document its outreach efforts. Further, Alameda CTC recommends that the Sponsor Agency advertise the procurement notice in one or more newspapers, technical publications, professional associations, societies, and/or business development centers, to solicit LBE, SLBE, and/or VSLBE firms that are interested in participating in the opportunity.
3. **Pre-proposal Meeting Guidelines.** While the Sponsor Agency is not required to hold a pre-proposal meeting, Alameda CTC recommends such a meeting to assist proposers in achieving LBCE Program goals. Sponsor Agency shall invite prospective prime consultants and subconsultants, including LBE, SLBE and VSLBE firms, to any such pre-proposal meeting. During the meeting, Sponsor Agency will explain the work to be performed and the process for submitting a response, and Alameda CTC or Sponsor Agency will explain the provisions of this LBCE Program, including the LBCE Program Exhibits. Sponsor Agency shall discuss and provide the list of certified LBE, SLBE and VSLBE firms (available at https://www.alamedactc.org/app_pages/view/4543) to meeting attendees and/or interested parties at the pre-proposal meeting, or in a timely manner if no pre-proposal meeting is held.
4. **Submittal Requirements.** Sponsor Agency shall direct the prime proposer to comply with all of the requirements for submitting responses (e.g., statements of qualifications and proposals) as prescribed by the LBCE-compliant procurement documents (e.g., Request for Proposals, Request for Qualifications, or Invitation for Bid) or as prescribed by Alameda CTC or the Sponsor Agency, with Alameda CTC's approval, including but not limited to the following:
 - a. All firms to be utilized to meet an LBE, SLBE, and/or VLSBE goal must be certified by Alameda CTC prior to proposal submittal.
 - b. All work performed by LBE, SLBE, and/or VSLBE firms, including any subconsultant and/or vendor regardless of tier and subcontract amount, should be clearly identified and the percentage of their involvement indicated.
 - c. Proof of certification must be included along with response.
5. **Evaluation Points.** Sponsor Agency shall validate the participation percentage for each goal by completing the Cost Proposal Forms B-02 (Expense Detail) and B-04 (LBCE Program Participation Summary) (available at https://www.alamedactc.org/app_pages/view/10614) and shall apply evaluation credit for meeting each goal according to the LBCE Program. During the selection process for contract award of professional services contracts, the ability to meet or exceed LBE, SLBE and/or VSLBE goals shall yield applicable credits as follows:
 - a. LBE and SLBE goals apply for contracts over \$75,000: Five percent (5.0%) of the total evaluation points for each goal, for a total of ten percent (10.0%).
 - b. VSLBE goal apply for contracts between \$25,000 and \$75,000: Twenty percent (20.0%) of the total evaluation points.