

QBS Awards Nomination Form

ISPE offers a state-level award recognizing public and private entities that make exemplary use of the Qualifications-Based Selection process at the federal, state, and local levels. QBS Award winners serve as examples of how well the QBS process works, and they help NSPE/ISPE promote the practice of QBS in jurisdictions that do not use, or underuse, QBS to procure engineering services. All award winners are recognized at the ISPE Annual Conference. All nominees will be considered for nomination for the national-level NSPE/ACEC award.

QBS Awards

A maximum of one QBS Award shall be presented in each of the following categories:

- Federal Government Sector
- State Government Sector
- Local Government Sector
- Nongovernment Sector

Evaluation Criteria

Evaluation criteria for the QBS Award may include the following elements, depending on their relevance to the agency's program and process:

- **Public Notice**, including the use of pre-solicitation notices, allowing a reasonable number of firms to submit qualifications, and sufficient public notice to allow for research and teaming actions.
- **Request for Qualifications (RFQ)**, including the level of detail in the RFQ describing the professional services requested, clarity in the scoring criteria used in evaluating responses, the response requirements (appropriate submittal length, past performance, and reference information requirements), and the duration provided to prepare responses to the RFQ.
- **Evaluation Methodology**, including the implementation of standardized scoring correlated to the requirements stated in the RFQ, appropriateness of selection board configuration, timeliness of the selection and notification of both selected and non-selected offerors, and use of references in the evaluation.
- **Interview** (if applicable), including an appropriate number of firms shortlisted for interviews, suitability of the interview content and structure for the project, standardization of interview format and questions, providing reasonable notice of the interview schedule, and prompt notification of results.



- **Debriefings**, including providing useful and adequate feedback in a timely manner to all submitters.
- **Negotiations**, including whether negotiations were performed in timely manner and in good faith.

Nominee: _____

Email Address: _____

Address: _____

Category:

_____ Federal Government

_____ State Government

_____ Local Government

_____ Nongovernmental

Nomination Submitted by: _____

Nominator Phone: _____

Nominator Email: _____

Required Attachments:

- Full resume for nominee
- Headshot of nominee

All nominations are due to info@illinoisengineer.com no later than May 1 of each year.