



2024 NATIONAL QUALIFICATIONS-BASED SELECTION AWARDS CALL FOR NOMINATIONS

Date: April 3, 2024

To: ACEC M.O. Presidents
ACEC M.O. Executive Directors
NSPE State Society Presidents
NSPE State Society Executive Directors

From: Elizabeth Collins, P.E.
Chair, ACEC Federal Agencies & Procurement Advocacy Committee

Leanne Panduren, P.E.
Chair, NSPE Committee on Policy and Advocacy

Subject: Nominations for 2024 National QBS Awards
Deadline: COB Friday, June 7, 2024

Every year, ACEC and NSPE partner to administer the National QBS Awards, recognizing public and private entities and/or individuals making exemplary use, or making extraordinary contributions to the advancement, of the Qualifications-Based Selection process at the federal, state and local levels. National QBS Award winners serve as examples of how well the QBS process works, and they help ACEC and NSPE promote the practice of QBS in jurisdictions that do not use, or underuse, QBS to procure engineering services.

ACEC and NSPE are now seeking nominations for the 2024 National QBS Awards. **The deadline for nominations is COB Friday, June 7, 2024.**

National QBS Awards Categories

- National QBS Award: The premiere award of this program.
- National QBS Merit Award
- National QBS Special Recognition Award for Legislative Achievement

National QBS Awards Recipient Sectors

QBS Awards in the aforementioned categories may be presented in each of the following sectors:

- Federal Government Sector, including Tribal Nations
- State Government Sector, including all governmental units under the state level
- Nongovernment Sector and/or Individuals

Nominations may originate from an ACEC Member Organization, an NSPE State Society, a public or private entity, or an individual in the public or private sector. **Self-nomination is not permitted.**

BEFORE SUBMISSION, EACH NOMINATION SHALL REQUIRE, ON BEHALF OF THE NOMINEE’S STATE OR REGION, THE SIGNED ENDORSEMENT OF BOTH THE ACEC MEMBER ORGANIZATION EXECUTIVE AND A REPRESENTATIVE OF THE NSPE STATE SOCIETY. NOMINATIONS SUBMITTED THAT DO NOT MEET THIS REQUIREMENT SHALL BE RETURNED FOR THE NECESSARY ENDORSEMENTS, AND IF SUCH ARE NOT PROVIDED, THE NOMINATIONS SHALL BE DISQUALIFIED.

Governmental entities eligible for nomination include, but are not limited to, federal governmental departments or agencies, Tribal Nations, state governmental departments or agencies, municipalities, local governments, school districts, university systems, public utility systems, publicly funded research laboratories, and special purpose districts.

Nongovernmental entities and individuals eligible for nomination include, but are not limited to, private corporations, privately funded research labs, private utility companies, design professionals, construction contractors, developers, any nongovernmental entity that uses design professionals’ services on a regular basis, and individuals who have made extraordinary contributions to the promotion and/or advancement of the QBS process.

Mandated and Non-Mandated QBS

Public entities operating under mandated QBS procedures (the federal Brooks Act or state “mini-Brooks laws”) are eligible to receive the QBS Award if they have demonstrated exceptional leadership in using Qualifications-Based Selection. However, nominations for public entities that use QBS where no legal mandate applies will receive priority consideration if all other criteria are rated equally.

Evaluation Criteria

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

- **Market Survey**, including performing a market survey and publicizing the results of the survey prior to the RFQ.
- **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.
- **Public Benefit**, including demonstrating benefits such as lower overall cost, projected life cycle cost, reduction in change orders, and promoting innovation, durability, and value.

Recognition at the ACEC Annual Convention

This year's National QBS Award winner(s) will have an opportunity to receive a trophy and be recognized during the Awards Luncheon on October 22, 2024, at the ACEC Fall Conference in New Orleans, LA.

In addition to the National QBS Awards, this program generally recognizes up to four QBS Merit Award winners annually, who will each be presented with a plaque at a state-level event by the relevant ACEC Member Organization and the NSPE State Society.

In years when one or more National QBS Special Recognition Awards for Legislative Achievement are given, the recipient(s) will receive a plaque and will generally be recognized at a state-level event by the relevant ACEC Member Organization and the NSPE State Society.

Program Coordination Between ACEC and NSPE

Since the National QBS Awards is a joint awards program, coordination between the appropriate ACEC and NSPE state organizations is critical. Therefore:

- Please consult with the appropriate ACEC Member Organization **and** NSPE State Society before seeking a nominee's consent for award consideration.
- Please then confirm your nominee's consent for award consideration.

Nominations, including any supporting materials, should be sent via email to Charles Kim at ckim@acec.org, with a copy to Rebecca Bowman at rbowman@nspe.org.

PUBLIC AND PRIVATE ENTITIES THAT EMPLOY A TWO-ENVELOPE PROCUREMENT PROCESS OR THAT INCLUDE FEES OR RATES IN THE DETERMINATION OF THE MOST HIGHLY QUALIFIED RESPONDENT ARE NOT ELIGIBLE FOR CONSIDERATION UNDER THIS AWARDS PROGRAM.

If you have any questions, please contact ckim@acec.org.

Thank you for your interest in Qualifications-Based Selection.

Attachment: Nomination Form



NOMINATION FOR THE NATIONAL 2024 ACEC/NSPE QBS AWARD FOR DESIGN PROFESSIONAL PROCUREMENT PRACTICES

PLEASE CONSULT WITH THE APPROPRIATE ACEC MEMBER ORGANIZATION EXECUTIVE AND NSPE STATE SOCIETY BEFORE SEEKING A NOMINEE'S CONSENT FOR AWARD CONSIDERATION.

PLEASE THEN CONFIRM YOUR NOMINEE'S CONSENT FOR AWARD CONSIDERATION.

FINALLY, COMPLETE THE FORM BELOW AND OBTAIN THE SIGNED ENDORSEMENT OF THE ACEC MEMBER ORGANIZATION EXECUTIVE AND A REPRESENTATIVE OF THE NSPE STATE SOCIETY OF THE NOMINEE'S STATE OR REGION.

NOMINATIONS SHOULD BE SENT TO ACEC AND NSPE AS SPECIFIED BELOW.

PUBLIC AND PRIVATE ENTITIES THAT EMPLOY A TWO-ENVELOPE PROCUREMENT PROCESS OR THAT INCLUDE FEES OR RATES IN THE DETERMINATION OF THE MOST HIGHLY QUALIFIED RESPONDENT ARE NOT ELIGIBLE FOR CONSIDERATION UNDER THIS AWARDS PROGRAM

ELECTRONIC APPLICATIONS MAY BE SENT TO CHARLES KIM AT ckim@acec.org, WITH A COPY TO REBECCA BOWMAN AT rbowman@nspe.org.

DEADLINE: COB JUNE 7, 2024

1. Candidate: _____
Category: _____
_____ Federal Governmental, including Tribal Nations
_____ State Governmental, including all governmental units under the state level
_____ Nongovernmental, including Individuals

2. Key Candidate Contact: _____
Title: _____
Address: _____
City, State, & Zip Code: _____
Telephone: _____
E-mail: _____

3. Nominated by: _____
Affiliation: _____

Address: _____

City, State, & Zip Code: _____

Telephone: _____

E-mail: _____

Endorsed by:

Member Organization Executive
On Behalf of ACEC Member Organization

On Behalf of NSPE State Society

NOTE: A NOMINATION WITHOUT THE ENDORSEMENT OF BOTH THE ACEC MEMBER ORGANIZATION EXECUTIVE DIRECTOR AND A REPRESENTATIVE OF THE NSPE STATE SOCIETY OF THE NOMINEE'S STATE OR REGION SHALL BE RETURNED FOR THE NECESSARY ENDORSEMENTS, AND IF SUCH ARE NOT PROVIDED, THE NOMINATION SHALL BE DISQUALIFIED.

4. Did a QBS facilitator meet with the candidate? Yes ___ No ___

QBS facilitators are individuals who provide education to public owners on the merits of using QBS to procure design professional services, and provide assistance on implementing a qualifications-based A/E selection process.

Name of QBS facilitator: _____

5. Please provide a brief narrative explaining why this public entity/private entity/individual is a candidate for a National QBS Award, including the public benefits that the QBS process brings in this context.
6. If applicable, describe the nominee's selection procedure:
7. Is the procedure a written policy? Yes ___ No ___
(If yes, please include a copy of the policy.)
8. How long has the selection process been used? Since _____
9. Does the process cover: Architects ___ Engineers ___ Land Surveyors ___
10. Who administers the selection procedure?

11. Is the administrator a: PE ___ AIA ___ PLS ___ Other _____
12. Who makes the final decision on which design professional is chosen?

13. Is QBS government-mandated? Yes _____ No _____
14. Additional comments: _____

Signature, name, and affiliation of person submitting this nomination:

Signature _____

Name _____

Affiliation _____

PLEASE EMAIL TO:

Charles Kim
American Council of Engineering Companies
1400 L Street, NW, Suite 400
Washington, D.C. 20005
ckim@acec.org

PLEASE SEND A COPY TO:

Rebecca Bowman
National Society of Professional Engineers
1420 King Street
Alexandria, VA 22314
rbowman@nspe.org