

## CONSULTANT SELECTION PROCEDURE CHECKLIST

LPA \_\_\_\_\_  
Project # \_\_\_\_\_  
Termini \_\_\_\_\_  
Consultant \_\_\_\_\_

1 A copy of the Legal Ad is provided for MDOT's review

2 The Legal Ad was placed in a paper at the seat of government in Jackson, Ms

3 The Legal Ad contained the following information:

The scope is defined

The Evaluation Factors are defined

The Method of Payment is defined

Contact Information is defined

Submittal Date is defined

4 The LPA has submitted a formal copy of the signed "Meeting Minutes" (approved by the Committee Chairman & CAO)

5 The LPA has submitted the names of all the Committee Chairmen (3 to 6 members are defined)

6 The LPA provides all score sheets used to identify the most qualified proposer.

7 All Criteria established in the Legal Ad match up with those on the Selection Evaluation Form

Note: Proximity to the project location may not exceed more than 10% of total score