

Best Practices on How to Use On-Call List

Small Project Fee

1. Pick a firm from the On-Call List based on your project's needs
2. Make Award

Medium Project Fee

1. Select 3 to 5 firms from the On-Call List
2. Send those firms the project's scope
3. Invite those firms to come in for a brief roundtable discussion on their proposal. This is not an interview. The conversation focuses solely on the scope.
4. Make Award

Large Project Fee

1. Send all firms from the On-Call List the project's scope and the proposal requirements
2. Invite firms to interview and discuss their proposal and their relevant past experiences
3. Make Award

None of these three options require municipalities to post legal ads or RFP documents. The On-Call List was formed through a competitive, quality based selection process.