Rank the firms in terms of best qualified.

Jointly define scope and contract terms, taking advantage of the experience of the highest ranked firms.

Retain the firm on the basis of an acceptable proposal.

Establish Evaluation Criteria.

Solicit Statements of Qualifications from Interested Firms.

Develop a Short List of 3-5 Firms. Investigate References, Jobs and Office. Interview (optional).

RANK FIRMS

Invite the Highest Ranked Firm to Assist in Defining the Scope of Work.

Establish Contract Terms.

AGREEMENT ???

Ask for Fee Proposal.

AGREEMENT ???

RETAINTHE FIRM
Enter into Written Contact.

YES

YES

NO

NO

Go to Next Firm on the Short List.