

## **A QUICK GUIDE TO CONSULTANTS QUALIFICATION SELECTION (CQS) METHOD**

Consultants Qualification Selection Method (CQS) is used when, based on the nature and complexity of the project, the issuing of a Request for Proposal (RFP) is not required.

Below is the evaluation and award process for CQS.

1. Requests for Expressions of Interest (REOI) are published in the Newspapers **or** if the estimated budget is below the threshold for advertisement will be sent to qualified Firms on the JSIF database
2. If the REOI is published Firms are advised to check the JSIF website where they can download the Expressions of Interest Standard Form (EOISF) and Terms of Reference (TOR) which includes Evaluation Criteria **or** If not published, REOIs and the relevant documents will be sent to qualified Firms from the JSIF database
3. Consultancy Firms will submit the Expressions of Interest Standard Form and the relevant documents required (these documents are listed in the EOISF) on the date specified
4. The Firms who express interest will be evaluated based on the Evaluation Criteria in the TOR
5. On completion of the evaluation, the Firm that achieves the highest score will be invited to submit a combined Technical and Financial Proposal
6. The Technical and Financial Proposal will be assessed to ensure that the requirements of the TOR are met and the proposal is in keeping with the project's estimated budget. Thereafter, the Firm will be invited to negotiate a contract
7. If the Client (JSIF) and the Firm cannot reach an agreement the Firm with the next highest score will be invited to submit a combined Technical and Financial Proposal
8. If negotiations between JSIF and the Firm is successful, a contract will be entered into with the Firm
9. The unsuccessful Firms will be written to, advising them of the Firm that was awarded the Contract.