

A/E Selection Guide Exhibit II – Selection Board Appointment

Memorandum

DATE:

FROM: [Title of Appointing Authority; e.g., Director, ESS]

TO: Distribution List

SUBJECT: A-E SELECTION BOARD APPOINTMENT

This office has a requirement for A-E services for (*describe requirement*). This memorandum designates the members of the A-E Selection Board who shall define the scope of services, establish the selection criteria, determine the area of consideration, discuss and provide recommendations to the Contracting Officer on such issues as Buy-Indian set-aside, evaluate all SF 254's and 255's and select no fewer than three firms for further interviews. Upon conclusion of the interviews, the Board shall prepare a selection report recommending, in order of preference, at least three firms that are considered to be the most highly qualified to perform the required services.

The following are appointed to the Selection Board:

1. [Name, discipline], chairperson
2. [Name, discipline], member
3. [Name, discipline], member
4. [Name, discipline], member
5. [Name, discipline], member

Should the [tribal organization benefiting from the project] or other appropriate group wish to have a member on the Board, the name of that individual should be submitted through the Division of Health Facilities.

The selection is to be made in accordance with established HHS departmental guidelines. The selection must proceed expeditiously so that the design contract is in place by [scheduled date for design contract award].

/s/Appointing Official

Distribution List:
Board members
Contracting Officer
Tribal Officials