

## SECOND TIER AS-NEEDED SELECTION FORM

**INSTRUCTIONS:** Project Manager review and complete. Submit to the Contract Administrator with Form 5105. For CE services, this form shall remain with the Project Manager and be maintained within the project files.

**MUST BE COMPLETED ELECTRONICALLY.**

SERVICE DESCRIPTION			CONTROL SECTION	REQUISITION NUMBER
			JOB NUMBER	PE/CE ESTIMATE
LOCATION (Route and TSC/Region)		SELECTION TERM (Start & End of Project)	JOB NUMBER	PE/CE ESTIMATE
ESTIMATED TOTAL COST	ESTIMATE HOURS	COST PROPOSAL AT END OF EA YEAR FOR AS NEEDED? YES      NO	JOB NUMBER	PE/CE ESTIMATE
DBE GOAL REQUIREMENT %		POTENTIAL VENDOR CONFLICT OF INTEREST? NO      YES (Explain if checked)		
PRIMARY PREQUALIFICATION CLASSIFICATION(S)				

SECONDARY PREQUALIFICATION CLASSIFICATION(S)

### SECOND TIER AS-NEEDED SELECTION

**EVALUATION OF VENDORS:** List the selected vendor name and describe what criterion was used to determine that the selected vendor is the most qualified for this particular project. Include all applicable information, including, but not limited to: Team Qualification, Work Experience, Location to project, etc.

RECOMMENDED VENDOR FOR SELECTION

OTHER VENDORS ON ORIGINAL SELECTION

JUSTIFICATION FOR SELECTED VENDOR

PROJECT MANAGER'S NAME	PHONE NUMBER	DATE REVIEWED
PROJECT MANAGER'S SIGNATURE		