**b.) Contractor Qualification**

**What Is It?**

Contractor qualification is a process to ascertain that a vendor has the necessary skills, knowledge and credentials to work on a project they have bid.

**Who Is Involved?**

Contractor / Vendor

Project Consultant

WSU Project Manager

Director, Senior Director (as necessary depending on project size / type)

**How/Process:**

* Review RFP and vendor proposal to make sure low bidder meets minimum qualification criteria.
* Typically the low bidder is called in for a vendor qualification meeting (also termed as post bid interview) within 5 days after bids are turned in.
* Vendor is interviewed by WSU team and project consultant. WSU Project Manager goes through a agenda to make sure vendor meets WSU set qualification criteria as outlined in the RFP, understands the scope and intent of the project, has experience and the necessary skillset to work on the project and that the information provided in their proposal is accurate.
* Vendors also gets a chance to ask questions and get clarifications in the interview process.
* If vendor is qualified the vendor is awarded the project. If not, the next low bidder is interviewed.
* If the team thinks low bidder is not qualified / competent, a letter / email to the Director of Purchasing needs to be written explaining valid reasons to disqualify the vendor.

**Checklist**

* The project specific questionnaire must be prepared for vendor interview
* Reserve recorder to record the pre award meeting minutes.

**Timeline Considerations**

A vendor qualification meeting must be scheduled within 5 business days after receiving bids. If the lowest bidder does not qualify the next lowest bidder must be interviewed ASAP within the next 5 business days.

**Forms**

A vendor qualification agenda is available in the Design and Construction Services toolbox. The document must be made project specific by WSU Project Manager.

**Filing**

The qualification meeting minutes and recorded interview must be filed in the project folder.