**SE-210 2014 Edition**

**INVITATION FOR PROFESSIONAL SERVICES**

**Project Name:**

**Project Number:**

**Project Location:**

 (the “Agency”) requests letters of interest and a current resumes of qualifications from persons or firms interested in providing professional services for the above named project. The Agency Coordinator will receive resumes until the deadline and at the address indicated below. An Agency Selection Committee will evaluate each of the persons or firms interviewed using the criteria set forth in Section 11-35-3220 of the SC Code of Laws, as amended, and any other special qualifications required pursuant to this solicitation.

**Licensure:** To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of Title 40 of the SC Code of Laws, as amended, at the time of resume submission.

**PUBLIC NOTICES:** All notices (Notice of Meetings, Notice of Selection for Interviews SE-212, and Notification of Selection for Contract Negotiation SE-219) shall be posted at the following location:

**DESCRIPTION OF PROJECT:**

**DESCRIPTION OF PROFESSIONAL SERVICES ANTICIPATED FOR PROJECT:**

**ANTICIPATED CONSTRUCTION COST RANGE:**  $

**Resume Submittal:** Interested persons and firms should submit a current **Standard Federal Form 330,** the name and contact information (including email) of a primary contact, a certification stating whether the person or firm is a resident of South Carolina (See Section 11-35-3215), and the following additional information**:**       . To submit confidential information, see <http://procurement.sc.gov/PS/general/scbo/SCBO_Notes_060512.pdf> . In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed  pages, front and back, including covers, which must be soft – no hard notebooks. The Standard Federal Form is not included in this count.

**Resume Submittal Deadline:**             **Number of Copies:**

 (*Date) (Time)*

Agency **Will** [ ]  **Will Not** [ ]  accept submittals via email. Submittals via email must be in a Portable Document Format (.pdf).

**agency coordinator:**

**Title:**

**Address: Street/PO Box**:

**City:**       **State:** **ZIP:**      -

**Email:**

**Telephone:**       **FAX:**

Any questions concerning this solicitation must be addressed to the Agency Coordinator.

All written communications with parties submitting information **Will** [ ]  **Will Not** [ ]  be via email.

**Protests:** Any actual bidder, offeror, contractor or subcontractor who is aggrieved in connection with this solicitation or the intended award or award of a contract under this solicitation may protest to the State Engineer in accordance with Section 11-35-4210 at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201. EMAIL: protest-ose@mmo.sc.gov.

**Limitations on Performance of Other Work:** In accordance with Section 11-35-3245, persons or firms awarded a contract under this solicitation may not perform work on the project as a contractor or subcontractor.

**Performance Appraisal:** Persons or firms awarded a contract under this solicitation may be subject to a performance appraisal at the completion of the project.

**Approved by:** **Date:**

 *(OSE Project Manager)*

INSTRUCTIONS TO THE AGENCY:

1. Submit a copy of the completed SE-210 to SCBO.

2. Submit a copy of the completed SE-210 to the OSE Project Manager.