**2016 Edition**

**SE-210**

**INVITATION FOR PROFESSIONAL SERVICES**

**PROJECT NAME:**

**PROJECT NUMBER:**

**PROJECT LOCATION:**

 *(the “Agency”)* requests letters of interest and a current resume of qualifications from persons or firms interested in providing professional services for the project listed above. 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.

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

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

**DESCRIPTION OF PROJECT:**

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

**ANTICIPATED CONSTRUCTION COST RANGE:**  $     **N/A [ ]**

**ANTICIPATED PROJECT DELIVERY METHOD:**      **N/A [ ]**

**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 SC CODE SECTION 11-35-3215); AND THE FOLLOWING ADDITIONAL INFORMATION:**

To submit confidential information, see <http://procurement.sc.gov/PS/general/scbo/SCBO_NOTES120605.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.

All written communications with parties submitting information **WILL** [ ]  **WILL NOT** [ ]  be via email.

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

**RESUME DEADLINE DATE:**       **TIME:**       **NUMBER OF COPIES:**

Agency **WILL** [ ]  **WILL NOT** [ ]  accept submittals via email. Submittals via email shall be in a Portable Document Format (.pdf).

**agency:**

**agency project coordinator:**

**TITLE:**

**ADDRESS: Street/PO Box**:

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

**EMAIL:**

**TELEPHONE:**       **FAX:**

**APPROVED BY:** **DATE:**

 *(OSE Project Manager)*

INSTRUCTIONS TO THE AGENCY:

1. Submit the completed SE-210 to the OSE Project Manager in Word format.

2. OSE Project Manager will review and send approved copy to SCBO and the Agency.