

36.602-3 Evaluation board functions.

Under the general direction of the *head of the contracting activity*, an evaluation board *shall* perform the following functions:

- (a) Review the current data files on eligible firms and responses to a public notice concerning the particular project (see [36.603](#)).
- (b) Evaluate the firms in accordance with the criteria in [36.602-1](#).
- (c) Hold discussions with at least three of the most highly qualified firms regarding concepts and the relative utility of alternative methods of furnishing the required services.
- (d) Prepare a selection report for the *agency head* or other designated selection authority recommending, in order of preference, at least three firms that are considered to be the most highly qualified to perform the required services. The report *shall* include a description of the discussions and evaluation conducted by the board to allow the selection authority to review the considerations upon which the recommendations are based.

Parent topic: [36.602 Selection of firms for architect-engineer contracts.](#)