

**New Jersey Department of Transportation
CORRECTIVE ACTION NOTICE**

QUALITY MANAGEMENT SERVICES

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Approved: Brian Strizki

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Bureau(s) Affected: Division of Procurement, Division of Project Management.

Description of Problem(s):

The Division of Project Management's Consultant Selection Debriefing Process as outlined in Section 19.2.10 "Notification to Consultants" in the NJDOT Procedures Manual, is to be undertaken by the Department's Division of Procurement. This change is required to comply with **Administrative Directive No. 9.032** effective May 15, 1998. The Bureau of Contract Administration Services shall represent the Division of Project Management at those debriefings.

Corrective Action Plan:

In order to reflect this change, the following revision shall be made to Section 19.2.10 of the NJDOT Procedures Manual, under Simple Projects, Item 2, the first paragraph:

"The Bureau of Contract Administration Services is to notify all remaining consultants submitting an Expression of Interest of their non-selection. Consultants desiring a debriefing shall submit a written request for the debriefing to the Director, Division of Procurement, within 5 working days from the date of the selection notice as displayed on the NJDOT Home Page and the Electronic Bulletin Board. Debriefings will normally be scheduled within 5 working days of the Division of Procurement's receipt of the written request. The Bureau of Contract Administration Services shall represent the Division of Project Management at the debriefings and shall provide the following information:"
(The remainder of Item No. 2 shall remain as stated in the Procedures Manual)

This revised procedure shall be followed immediately. The Configuration Management Section of Quality Management Services will incorporate this revision into the Procedures Manual by means of a Baseline Document Change.

Implementation: IMMEDIATELY



Superseded