

INTERVIEW INVITATION OUTLINE

An interview invitation should include several key pieces of information:

- Interview format:
 - Duration of total interview for each candidate (allow time for transitions and breaks for committee, usually between 60-90 minutes is typical)
 - Duration of presentation portion vs. Q&A portion, along with a general feel for the amount of questions expected (questions should be identical for each firm, usually between 6-8 thoughtful questions will suffice)
 - Highlight any expected content to be covered in the presentation
 - Note any specific complex questions you may want to ask in advance, so they come prepared with a thorough and complete answer
 - Note whether there will be additional questions asked at the time of interview
- Interview environment
 - Technology or presentation materials available in room (i.e. projector, screen, power, easels, etc. already in the room)
 - Number of expected committee members to be sitting in on the interview
- Time/date/location
 - Indicate each candidate's starting time. If any shortlisted firms include common subconsultants, consider putting those candidates after one another.
 - Coordinate with CDE rep to confirm no conflicts with other similar RFQ interviews to which candidates may have already been committed.
- Contact info for any questions
- Walkthrough time/date (if applicable)
- Scoring/Evaluation methodology
 - Will final reference checks be included in score?
 - Will fee proposals be included as part of final score and opened after qualifications portion completed, or if not, will fee proposal envelopes from candidates not selected be returned unopened?
 - Highlight any specific items to be evaluated, apart from the general presentation and responses to questions
- Reminder to bring a sealed fee proposal to the interview if required in the RFQ