

**INSTRUCTIONS ON HOW TO USE THIS PRE-QUALIFIED POOL OF PROFESSIONAL SERVICES
FOR DESIGN WORK UNDER \$80,000 PER PROJECT**

The Division of Purchases and Supply (DPS) has established this Contractors/ A/E firms pool for use by other public bodies to save time and money for the Commonwealth.

DPS has completed the steps of advertising and requesting qualifications.

The A/E Forms AE-1 through AE-6 are on file with the contract officer.

Agencies using this Category B pool are to review the qualification statements for the A/E firm(s) in their respective region and choose the firms whose qualification(s) most closely match the needs of the project.

When selecting the A/E firm(s) by Category B procedures the Agencies must follow [the Construction and Professional Services Manual \(CPSM\) section 3.1.8.2 Category B – Small Purchase Professional Services Procurement.](#)

If you have questions regarding construction or professional services procurements, please contact the Division of Engineering and Buildings (DEB) [at capout@dgs.virginia.gov](mailto:capout@dgs.virginia.gov).

To receive a copy of the A/E responses including Forms AE-1 through AE-6 or if you have questions regarding the Category B pool contact:

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