

Description	N/A	✓	Notes
1. Review proposals.			
2. Verify acceptance of expectations/ adequate professional liability insurance.			
3. Analyze any additional conditions — agree or reject.			
4. Accept best proposal (may not be the cheapest if expected performance/ understanding are superior).			
5. Notify successful consultants/ sign formal agreements (RAIC Document Nine - Canadian Standard Form of Contract Between Architect and Consultant).			
6. Advise unsuccessful consultants (this maintains good relations: you may want to consider engaging them in future).			
7. Include selected consultants in:			
.1 proposal to potential client when responding to an RFP; or			
.2 notification to client when already engaged.			