

LOR

- QC those LORs! Spelling and punctuation errors often make a difference.
- Provide the FPIDs and the description for any previous TPK project.
- Provide TPK Production PM names as a reference, we do ask them questions.
- Balance out the information included in the LOR, provide overall experience at high level, key in on most relevant experience pertaining to the project.

Technical Packets

- Ensure technical packets have page numbers.
- Photos of key members with names and roles are very helpful.
- Structure your teams resumes around the project you are pursuing.
- Provide team members role on previous projects (EOR, Support Staff, etc.).
- Designate who QC Reviewers and QA/QC Managers are; provide QA/QC experience for both.

Oral Presentations / Q&A Sessions

- While Oral Presentations and Q&A Sessions are being conducted virtually, it is recommended that all attendees have quality headsets. This enhances conversations and improves the quality of the recording. TRC members often re-visit the recordings to assist with their scoring.
- Also while conducting Presentations and Q&A sessions virtually, cameras are to remain on at all times for TRC members and Consultants.
- Know what you are being scored on and prepare in those areas.
- Have a healthy balance of PM and supporting Discipline staff responses. While it is important for the PM to be knowledgeable, provide team members attending the session time to expand upon their knowledge as well.
- Be Innovative! Make sure innovation is feasible.

Other Helpful Hints

- Schedule a debrief meeting early (Debrief meetings will now be built into the procurement schedule no later than 3 weeks post final selection).
- Have staff that **did not** attend the Q&A session / Oral Presentation attend the debrief.