



Qualification Based Selection
Engineering Services for Process Mapping, SOP Development, and User
Acceptance Testing (UAT)
RFQ #700-ENG-2026-06

The Town of Clayton (hereafter “Town”) is soliciting proposals from professional consulting firms (“Consultant”) to provide **engineering support, business process analysis, documentation, and user acceptance testing services** associated with the Town’s land development and permitting software modernization initiative. The selected Consultant will facilitate cross-departmental engagement, document current and future workflows, prepare SOPs, and assist with system testing to support a modernized land development software platform. This effort is intended to streamline development review, improve internal coordination, support consistent service delivery, enhance public transparency, and ensure the software supports required business processes.

The QBS solicitation document, including scope of work, submittal requirements, and evaluation criteria, is available on the Town of Clayton’s Bidding Opportunities webpage at: <https://www.townofclaytonnc.org/Bids.aspx> Also, sign up on the Town’s Website to receive future emails on solicitation opportunities with the Town. If you have any questions, reach out to Shaun Mizell CLGPO, Procurement Contracts Manager smizell@townofclaytonnc.org

This advertisement is informational only and is non-transferable. All interested firms must download the QBS directly from the Town’s website, where any future updates, clarifications, or addenda will be posted. Firms are responsible for checking the website regularly to ensure they have the most current information.