

	PROFESSIONAL SERVICES	Approval Date 01/16/13
	DIVISION AND POLICY NUMBER PURCHASING - 1081	Revision Date 8/26/14

PURPOSE:

This Policy is to establish Adams County requirements and processes for soliciting competitive proposals for Professional Services. For purposes of this Policy, Professional Services are defined as those services which are essentially intellectual in character and which include analysis, evaluation, prediction, planning, or recommendation. A Professional Service incorporates extended analysis, the exercise of discretion and independent judgment in its performance. In addition, it requires an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Professional Services may include, but are not limited to, those specialized services performed by accountants, analysts, consultants, lawyers, medical services, physicians, and planners.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

Competitive proposals are required in most instances when procuring professional services because it allows for consideration of technical quality or other factors in addition to price. Competitive proposals are solicited, evaluated, and awards made to the offeror whose proposal is most advantageous to Adams County, with price and other factors (as specified in the solicitation) considered. Either fixed-price or cost reimbursement type Agreements may be awarded.

For the procurement of Professional Services in excess of the Elected Officials or Departments approval authority, see Policy #1010, it is necessary to follow the procedure for Requests for Proposals (RFP), see Policy #1070.

For Professional services within the approval authority of the Elected Official or Department Director it is recommended that an informal proposal process be conducted when appropriate. The Purchasing Manager, and/or their authorized designee, will make the determination as to whether or not the professional service is appropriate for a noncompetitive award. The Department Director or Elected Official shall use professional judgment to ensure that Adams County is receiving the best value.

PROCEDURE:

Professional Services Purchased In Excess of the Elected Official or Director Approval

1. A Formal Request for Proposal (RFP) is required unless, in the opinion of the Purchasing Manager, the Department Director or Elected Official requesting the service can justify the source as being special or uniquely qualified to provide the service. In these instances the Policy on Emergency and Single Sourcing must be followed, see Policy #1080.
2. A full documentation of the scope of services, qualifications and experience of key personnel, project approach, references, financial information and fee requirements must be in the file. This information is to be submitted by the contractor as a formal proposal whether as part of an RFP or a Single Source justification, see Appendix E and Appendix F.

Professional Services Purchased Within the Elected Official or Director Approval

1. The Purchasing Manager or their authorized designee will make the determination as to whether or not the professional service is appropriate for a noncompetitive award. If so designated, no formal competitive solicitation will be required. However, it is required that a documented process be conducted when appropriate. The Department Director or Elected Official requesting the service always has the option to justify Single Sourcing to Purchasing Division, see Appendix F.
2. A full documentation of the scope of services, qualifications and experience of key personnel, project approach, references, financial information and fee requirements must be in the file.

In all circumstances, regardless of dollar amount, where Professional Services are procured, a purchase order (see JDE procedure on buying) ..\JDE Rollout\SSREQ_QuickGuide_Buyer.doc and an Agreement must be awarded. All Agreements for Professional Services must be prepared by the Purchasing Division and approved as to form by the Adams County Attorney. Financial approval of the Agreement with the provider depends on the value of the Agreement and must be approved in accordance with Policy #1010.

EXCEPTIONS:

See Policy #1010 for exceptions to this and other purchasing policies for legal services for the County Attorney's Office and legal services for prosecutorial related cases for the District Attorney's Office.

Other than as described above there are no defined exceptions to this Policy.