



**PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u> Selection and Contracting of Professional Services (Excludes A.R.S. § 34 Engineering/Architect Related Services)	Policy Number	Page
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I. Purpose

To identify procedures for the procurement of all professional services, except:

1. Engineering and architect related professional services which shall be procured under Board of Supervisors Policy D 29.1;
2. Legal services for pending or anticipated litigation or administrative proceedings which are exempt from the procurement code under Pima County Procurement Code 11.04.020(C);
3. Services related to land titles, appraisals, real property acquisitions, relocation, or property management authorized under ARS Titles 11, 28, or 48 which are exempt from the procurement code under Pima County Procurement Code 11.04.020(D); and

Procurement of medical and healthcare related professional services may be conducted pursuant to this policy by County departments not specifically identified by Board of Supervisors Policy D 29.7.

II. Background

ARS §11-254.01 exempts professional services from the standard competitive bid process and directs the County to establish written policies for the procurement of these services. Professional services are those services rendered by a person engaging in a recognized discipline that necessarily requires advanced training and specialized knowledge to perform. Such services also typically result from the predominant use of intellectual skills rather than physical skills. Those covered by this policy would include, but not limited to, medical, financial, legal, education and non-construction related environmental services.

III. Policy

A. Professional Services Contracts Not To Exceed \$50,000

Except as specified in Section B, when contracting for professional services with an estimated total cost not to exceed \$50,000 for the expected term of the contract, the administering department shall:

1. Prepare a written scope of work, defining tasks to be performed.
2. Prepare a list of qualified professionals or firms who are capable of performing the required tasks.

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3. Solicit written proposals from qualified professionals or firms.
4. Review proposals received and make a selection using valid selection criteria appropriate to the professional service being solicited.
5. Develop a contract and follow standard contract processing procedures in accordance with BOS Policy D29.4.

B. Professional Services Contracts More Than \$50,000

Professional services with an estimated total cost greater than \$50,000 for the expected term of the contract shall be procured by the Procurement Department in accordance with Procurement Code Section 11.12.030.

C. Direct Selection

Upon the review of the Procurement Director and with the written approval of the County Administrator, for the purpose of obtaining contracts with the most qualified professionals who can provide the services required by the County within the existing time restrictions, professional services may be procured by the administering department as follows:

1. Staff identifies a professional service to be performed by an outside consultant.
2. Staff identifies one or more known professionals who can perform the services in the time frame required by the County.
3. Through the Procurement Director, administering department Staff obtains the written approval of the County Administrator.
4. Staff consults with the professional(s) and reaches an agreement on fees and scope of work. No additional solicitation is required.
5. Staff drafts a contract for the Procurement Director's approval and follows standard contract processing procedures in accordance with BOS Policy D29.4.

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D. Signature Authority

1. The procurement director may approve contracts for professional services with an estimated total cost to the County not to exceed \$50,000 for the duration of the contract.
2. All other professional services contracts shall be submitted for the Board's approval, including any amendment to a contract executed under subsection D(1) that will result in the estimated total cost to the County increasing to more than \$50,000 for the duration of the contract.

Effective Date: April 1, 2011