



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

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

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

- Engineering and architect related professional services must be procured under Board of Supervisors Policy D 29.1.
- Legal services for pending or anticipated litigation or administrative proceedings are exempt under Pima County Procurement Code 11.04.020(C).
- Services related to land titles, appraisals, real property acquisitions, relocation, or property management authorized under Arizona Revised Statutes (A.R.S.) Titles 11, 28, or 48 are exempt under Pima County Procurement Code 11.04.020(D).

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**

A.R.S. § 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 requires advanced training and specialized knowledge to perform. Such services also typically result from the predominant use of intellectual skills rather than physical skills. Professional services covered by this policy would include, but are not limited to, medical (inclusive of behavioral health), financial, legal, education and non-construction related environmental services. The Procurement Director should be consulted by the administering department before proceeding if there is a question about the required service.

**III. Policy**

**A. Professional Services Contracts Not To Exceed \$100,000.**

Except as specified in Section B, when contracting for professional services with an estimated total cost not to exceed \$100,000 for the expected term of the contract, the administering department will:

1. Prepare a written scope of work, defining tasks to be performed.

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2. Prepare a list of qualified professionals or firms who are capable of performing the required tasks.
3. Solicit written proposals from qualified professionals or firms.
4. Review proposals received and make a selection using valid selection criteria appropriate for the professional service being solicited.
5. Develop a contract and follow standard contract processing procedures in accordance with Board of Supervisors Policy D29.4.

B. Professional Services Contracts More Than \$100,000.

Professional services with an estimated total cost greater than \$100,000 for the expected term of the contract must be procured by the Procurement Department in accordance with Procurement Code Section 11.12.030.

C. Direct Selection

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 timeframe required by the County.
3. 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 Board of Supervisors Policy D29.4.

D. Signature Authority

1. The Procurement Director may approve contracts for professional services with an estimated total cost to the County not to exceed \$100,000 for the duration of the contract.
2. All other professional services contracts must be submitted for the Board of Supervisors approval, including any amendment to a contract executed under subsection D(1) that will

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result in the estimated total cost to the County increasing to more than \$100,000 for the duration of the contract.

Adopted Date: April 1, 2011  
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