

PREVIOUS POLICY

5.F PROFESSIONAL SERVICES

Normal competitive procedures are difficult to use in securing professional services such as attorneys, planners, and other professionals who, in keeping with the standards of their discipline, will not enter into a competitive bidding process. When an agreement between a professional service company and the City is established, a purchase order with the proposed amount shall be issued to satisfy accounting and statutory requirements. Purchases from design professionals and surveyors shall otherwise follow N.C.G.S. § 143-64.31 and 64.32

NEW POLICY

5.F.1 PROFESSIONAL SERVICES

All professional services meeting the criteria in the bulleted list below will be required to undergo a qualifications based solicitation unless it is determined most advantageous for the City to award a solicitation based on lowest responsive, responsible bidder. City Manager, Assistant City Manager, or Public Services Director within the requester's chain of command must approve the decision to award a solicitation based lowest responsive, responsible bidder. The decision must be made ahead of the solicitation and must be clearly articulated within the scope of the solicitation.

- Professional services that cost \$50,000.00 or more
- Professional services not listed on the "No Competition Exceptions" list

For the purposes of this policy, professional services will include the following:

- Attorneys
- Planners
- Accountants
- Financial Services
- Consultants
- Landscape Architects
- Other Professional Services Requiring Licensing

Normal competitive procedures are difficult in use in securing the below professional services. In keeping with the standards of their discipline, these professional service companies often will not enter into a competitive bidding process. As a result, these professional services are exempt from competitive requirements.

- Attorneys
- Financial Services
- Auditors

When an agreement between a professional service company and the City is established, a purchase order with the proposed amount shall be issued to satisfy accounting and statutory requirements. Purchases from architects, surveyors, and engineers shall follow N.C.G.S. § 143-64.31 and 64.32.

The only exception to the above requirements for Professional Services is with the prior written approval of Finance Director and City Manager.

5.F.2 NON-PROFESSIONAL SERVICES

All services costing \$50,000.00 or more which are unrelated to those listed in N.C.G.S. § 143-64.31 and 64.32 and that are otherwise not defined within Section 5.F.1 as a Professional Service will be considered a Non-Professional Service and will be awarded to lowest responsive, responsible bidder. The only exception to this is with the prior written approval of Finance Director and City Manager.

When an agreement between a professional service company and the City is established, a purchase order with the proposed amount shall be issued to satisfy accounting and statutory requirements.