



Santa Cruz Consolidated
Emergency Communications Center

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9-1-1 FIRE
POLICE
MEDICAL



Michael J. McDougall
General Manager

**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No. 460 Date Issued: October 1, 1993
Section: 400 -- Purchasing Policies Date Revised: September 27, 2007
Accreditation Standards:

SUBJECT: CONTRACTS FOR PROFESSIONAL SERVICES

APPROVED:


Board Chairperson

- 1.0 Professional Services shall be defined as any work performed by a private, independent contractor or consultant to provide the following specialized services:
 - 1.1 telecommunications and/or data system design, development and/or engineering.
 - 1.2 professional management support or analysis.
 - 1.3 architectural and/or engineering design, development and technical project administration.
 - 1.4 environmental and/or land surveying.
 - 1.5 construction project management.
- 2.0 Contracts for professional services which do not exceed a total fee of \$20,000 may be executed without solicitation of proposals, if such a procedure is determined by the General Manager to be in the best interest of the Authority.
- 3.0 Contracts for professional services in which the total fee is estimated to be between \$20,000 and \$50,000 shall be subject to the following procedures:

- 3.1 The General Manager will invite three (3) to five (5) firms interested in the project to submit their qualifications for consideration by the Authority.
 - 3.2 Invitations may be extended by direct mail or telephone.
 - 3.3 The General Manager shall evaluate the submittals, contact appropriate references, and select the firm best qualified to carry out the project.
 - 3.4 An agreement on the scope of work, scheduling, completion date and compensation shall be negotiated between the General Manager and the selected firm.
 - 3.4.1 Upon failing in reaching an agreement, negotiations with the selected firm shall be terminated and negotiations with the next ranked firm shall be opened.
 - 3.5 Upon the successful completion of negotiations, the General Manager shall prepare a recommendation for contract award to be presented to the Board of Directors for consideration and/or approval.
- 4.0 Contracts for professional services in which the total fee is estimated to be in excess of \$50,000 shall be subject to the following procedures:
- 4.1 The General Manager shall oversee a process which will result in the development and preparation of a Request for Proposal (RFP).
 - 4.1.1 The Board of Directors reserves the discretion to require pre-approval of a Request for Proposal (RFP) in advance of publication.
 - 4.2 Notice of proposed projects shall be sent to experienced firms who have expressed interest in the specific project or project type(s).
 - 4.3 The General Manager may utilize the consultant lists from any or all of the Member Agencies to assist in determining interested firms to be notified.
 - 4.4 Notice of proposed projects shall be advertised in a newspaper of general circulation in the cities of Santa Cruz and Watsonville.
 - 4.5 Firms interested in being considered for the project shall submit a written proposal in response to the RFP.

- 4.6 The General Manager shall convene a selection committee whose responsibility will be to screen proposals, contact appropriate references, interview and rank the proposing firms.
 - 4.6.1 The selection committee shall rank the firms based upon the qualifications as published in the RFP.
- 4.7 An agreement on the scope of work, scheduling, completion date and compensation shall be negotiated between the General Manager and the top ranking firm.
 - 4.7.1 Upon failing in reaching an agreement, negotiations with the top ranking firm shall be terminated and negotiations with the next ranked firm shall be opened.
- 4.8 Upon the successful completion of negotiations, the General Manager shall prepare a recommendation for contract award to be presented to the Board of Directors for consideration and/or approval.
- 5.0 All contracts for professional services shall be subject to the appropriation balance requirements as set forth in Policy No. 440, paragraph 6.