

Title:		Contents:	PP-1200
CONSULTING SERVICES		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	12-10-01	Supersedes No.:	
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Consulting Services

Consulting services are services provided by a company, organization (university, non-profit group, etc.) or private individual.

Personal Services

Personal services are provided by a private individual who is not associated with a company or organization.

Purchasing Agent Limitation

Government Code Section 25502.5 limits the Purchasing Agent's authority to contract for services up to \$100,000. Services exceeding \$100,000 require the approval of the Board of Supervisors. For additional information, see procedure titled "SERVICES."

Bid Solicitation

For consulting services, bids may be solicited by Purchasing Agent or the department (when formal bidding guidelines are followed). When evaluating the bids, in addition to cost, the bidders' qualifications, experience, and other factors may be considered.

Bid Solicitation by Department

Departments must request prior approval of the Purchasing Agent to solicit bids above their authority. The request must include the following information:

1. Type Of Service
2. Statement Of Work
3. Contract Period
4. Dollar Value/Estimated Cost
5. List Of Firms To Be Contacted
6. Evaluation Criteria
7. Historical Or Background Information
8. Outside Contract Justification (*See Below)

The Statement of Work must establish appropriate specifications defining the vendor's and County's responsibilities.

Bids must be sent to a comprehensive list of valid sources including small business and CBE's, etc. The same information must be given to all bidders to ensure that all bids are on an equal basis.

Department must maintain the confidentiality of bids received until close of bid period.

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Offers will be evaluated based on the department's pre-established criteria stated in the solicitation document.

Department will submit a requisition, copy of all bids received, and a letter of award recommendation. Recommendations for award must include explanation stating the reasons for the non-acceptance of low bid or the highest rated bidder, which ever is applicable.

The Purchasing Agent will review the department's bid solicitation and issue a purchase order if approved.

Personal Services Contract

An independent contractor-client relationship must be maintained at all times. Department shall refrain from entering contracts with employee/employer relationships.

***Outside Contract Justification**

The department must document that one or more of the following conditions exist to justify utilizing contractor(s) for services:

1. The service cannot be performed adequately, competently or satisfactorily by a civil service employee(s), and it is impossible to recruit such personnel to perform such service for the period of time such service is needed by the County.
2. The service is of an extraordinary professional or technical nature and is of a temporary nature.
3. The service is needed on a part-time or intermittent basis.
4. The service is needed to provide an independent audit, evaluation or analysis of County programs (Auditor Controller's approval is required).