

## XXII. REQUEST FOR PROPOSALS / REQUEST FOR QUALIFICATIONS

### A. Professional and Personal Services - Request for Proposals

#### (1) Definition of Professional Services

Professional services are services provided by, or within the scope of services provided by, licensed physicians, optometrists, architects, certified public accountants and registered engineers.

Professional services are procured through the Request for Proposal Process. The selection of providers of professional services will be based on the competency of the firm or individuals - not on competitive bidding. Departments requiring professional services must review the experience and capabilities of the prospective service providers through proposals and interviews.

#### (2) Definition of Personal Services

Personal Services are services contracted to be performed by a specific person.

#### (3) Procedure

##### (a) Requisition

A department needing professional services must prepare a requisition as well as a Request for Proposal. Send both to the Purchasing Department, which will arrange an agenda date, notify the department and forward the RFP to Commissioners' Court.

##### (b) Request for Proposal

A Request for Proposal (RFP) must be attached to the requisition. The purpose of an RFP is to provide details to a potential service provider about what kind of services the department is seeking. The RFP should include at least the following:

- (1) A general description and explanation of the project or service required.
- (2) Objectives of the project.
- (3) Required content of proposal to be submitted.
- (4) Criteria for acceptance of proposal.
- (5) Relative importance of proposed contract price.
- (6) Other pertinent evaluation information.

(c) Solicitation of Proposals

After approval by Commissioners' Court, Purchasing will send the RFP to potential professional service providers. Commissioners' Court will order advertisement of the request. The service providers will submit proposals to the Auditor's Office. The Purchasing Department shall open proposal on the date specified in the Request for Proposals. Confidential and trade secret information, identified as such in the proposal, shall not be publicly disclosed, but the remainder of the proposal shall be open for public inspection following award of the contract.

(d) Evaluation of the Proposals

Departments, with the assistance of the Purchasing Department, may conduct further discussions and negotiations with responsible offerers after the opening. All offerers receive fair and equitable treatment with regard to such discussions and negotiations. An evaluation of proposals shall be made by the department head and other evaluators. The evaluation of each service provider will cover at least the following:

- (1) General quality and responsiveness,
- (2) Organization and personnel, and
- (3) Price and price breakdown or price range and cost schedule.

(e) Recommendation

After evaluation, the evaluators will submit a recommendation, along with all the RFPs, to Purchasing, who arrange an agenda date, notify the department, and transmit the recommendation to Commissioners' Court. Open discussion of Proposals details or specifics offered should not take place, in order to prevent the disclosure of Proposers confidential information prior to negotiations and final Contract award.

Commissioners' Court will award the contract. A purchase order will be issued for the services after the contract award has been made.

Any exceptions to the procedures outlined above for professional services must be approved, in writing, by the County Auditor and County Attorney. On a case-by-case basis, the County Auditor and County Attorney will determine whether to approve exceptions to these procedures.