

Los Angeles City College Administrative Services “How To” Book	Contracting Procedures	VII
		E-7
How Do I Utilize Special/Professional Services & Advice?		

A. Brief Description

The Board of Trustees has the authority to contract with and employ any person for the Los Angeles Community College District for special services and advice in financial, economic, accounting, issuance and preparation of payroll checks, engineering, legal, or administrative matters, if such person is specially trained and experienced and competent to perform the special services required. (Reference: California Government Code Section 530660)

B. How To

1. When procuring a professional service in combination with a personal service, it must be determined which service is the primary part of the overall services requested in order to direct whether a request for bids or a request for proposals is the legally appropriate means of procurement. Special Services are deemed to be exempt from the legal requirements of formal bidding. However, the District considers it a good business practice to procure such services through a competitive process whenever:
 - (a) Multiple suppliers of the service compete in the local market and may be interested in doing business with the District, and
 - (b) The District could reasonably derive a material benefit, such as significant cost savings or superior service, from inviting competitive offers, and
 - (c) The service is expected to cost \$5000 or more.

2. Services that cost less than \$5000 may be obtained through an expedited competition that does not materially add to the cost of the procurement process.

3. Special/Professional Services are procured through a Request for Proposal (RFP) or Request for Qualification (RFQ)

4. Request for Qualification (RFQ), as opposed to Request for Proposal (RFP), is used for engineering and architectural services and omits the requirement for submittal of a price proposal. (Advertising is optional).

5. The RFP (Request for Proposal) is handled as follows:

- (a) The College Purchasing Department handles all Requests for Proposal (RFP) with cost up to \$4999.99). The same procedures utilized in processing short term agreements (RFC) are used for processing the Request for Proposal up to the cost of \$4,999.99. (www.lacitycollege.edu) (Section 5.1).
 - (b) The College Procurement Specialist handles or processes all Requests for Proposal (RFP) with cost equal to or greater than \$5000.00 and less than \$72,400.00. The same procedures utilized in processing Long Term Contracts (RFC) (www.lacitycollege.edu) (Section 5.2) are used in processing Request For Proposal (RFP) equal to or greater than \$5000.00 but less than \$72,400.00, the statutory bid limit.
 - (c) The District Purchasing and Contract Section processes all Requests for Proposal (RFP) greater than or equal to \$72, 400, the statutory bid limit. Refer to section 5.3 for the procedures (www.lacitycollege.edu).
6. The Request for Proposal (RFP) process is initiated by the requestor by preparing a Scope of Work or Specifications.
7. The Specifications are accompanied by the recommendations for evaluation and accompanied by points and weights assigned to the various evaluation criteria so that both the proposers and evaluators know in advance how the proposals will be comparatively evaluated.
8. The evaluation process primarily utilizes the qualitative factors such as:
- (a) Number of years of experience in the service field being procured
 - (b) Number of years of experience serving clientele similar to the District
 - (c) Experience and education of the personnel proposed for the project
 - (d) Possession of a specific license or certification in order to provide the service and price.