



MICHAEL D. SANDERS
Jackson County Executive

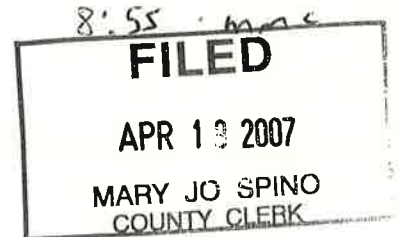
EXECUTIVE ORDER #07-16

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: MICHAEL D. SANDERS
JACKSON COUNTY EXECUTIVE**

DATE: APRIL 18, 2007

**RE: COMPETITIVE AND OPEN PROCESS FOR AWARDING
PROFESSIONAL SERVICES CONTRACTS**



I hereby promulgate the following Rules to establish a **Competitive and Open Process for Awarding Professional Services Contracts** pursuant to the authority of the County Executive under the Constitutional Home Rule Charter of Jackson County Missouri.

PROFESSIONAL SERVICES

Professional services are infrequent, technical or unique functions performed by independent contractors or consultants whose occupations are rendering such services. While not limited to individuals holding professional licenses, the services are considered to be "professional" and contracts for these services may run to partnerships, firms, or corporations as well as to individuals. Examples of providers of professional services include, but are not limited to, accountants, appraisers, archaeologists, attorneys, business and technical consultants, physicians, performing artists, researchers, and real estate brokers. The selection of an independent contractor or consultant providing professional services is usually based on skill, knowledge, reputation, and creativity. Price may be a secondary factor in the selection.



PROFESSIONAL SERVICES CONTRACT PROCEDURE

This procedure shall be the exclusive procedure used whenever any agency of county government under the authority of the County Executive desires to contract with an outside vendor to receive professional services directly for the benefit of the operations of Jackson County. The procedures used pursuant to this Order shall be informed by and guided by the provisions of Chapter 10 of the Jackson County Code relating to Purchasing except that in cases of conflict this order shall govern for the purposes of awarding Professional Service Contracts.

This Executive Order does not apply to procedures for the procurement of architectural, engineering and land surveying services, which are set forth in Executive Order #94-24.

Professional services contractors shall submit acceptable plans to the Contract Review Office for compliance with Chapter 6 of the Jackson County Code.

SECTION 1 - REQUEST FOR PROFESSIONAL SERVICES CONTRACT

All requests for a Professional Services Contract shall be made in writing and addressed to the Finance and Purchasing Department. Each request shall specify at least:

1. Name of the requesting department and official
2. The project or need to be addressed by the Professional Services Contract.
3. Budget line authority for the cost of the Professional Services Contract.
4. Scope of work required
5. Minimum qualifications
6. Suggested selection criteria
7. When the services will be needed

SECTION 2 - ISSUANCE OF THE RFP/RFQ

When purchasing is notified that budgeted funds are available, the purchasing manager shall prepare a request for proposal or a request for qualifications which may contain:

1. Scope of the work required
2. Minimum qualifications
3. Pricing
4. Procedure for submitting proposals
5. Deadline for proposals / schedule for opening proposals
6. Other material/information deemed necessary by the purchasing manager.

The purchasing manager shall cause the RFP/RFQ to be published on the county website and distributed widely to encourage multiple responsive proposals from different individuals or firms.

Exceptions to this section can be made by the Purchasing Manager when competitive bids are not required according to Section 1030 of Chapter 10. Those reasons are sole source contracts, emergencies, purchases from other governments and fixed price contracts.

SECTION 3 - EVALUATION OF THE RESPONSES TO THE RFP/RFQ

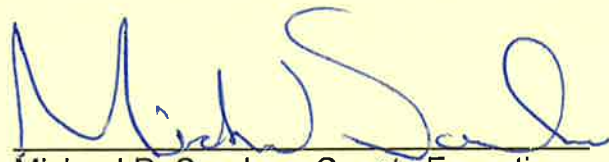
All proposals submitted shall be kept sealed until opened simultaneously at the scheduled time. Each proposal shall respond fully to the request or it may be stricken as non-responsive, and disregarded. Once the proposals are opened, the purchasing manager shall prepare a summary allowing a side by side comparison of the responses. The director and or the principal officer of the originating department shall, at the request of the County Executive, make an advisory recommendation suggesting which proposal should be accepted.

SECTION 4 - DETERMINATION OF THE AWARD

At such time as the County Executive is fully informed and satisfied that the process has been open, competitive, and fair, and that the acceptance of a bid is in the best interest of the County, the Executive may make an award of the contract.

SECTION 5 - NOTIFICATION OF THE LEGISLATURE

Pursuant to Chapter 2, Section 232. of the County Code, the County Executive shall file with the Clerk of the Legislature an executed copy of every Professional Services Contract issued by the Executive. Pursuant to Chapter 2, Section 241. of the County Code, the County Counselor shall file with the Clerk of the Legislature an executed copy of every Legal Services Contract issued by the Counselor.


Michael D. Sanders, County Executive

Dated: April 18, 2007