

A8.245 Professional Services Procurement

1. Public Notice for Professional Services

a. As often as may be necessary, the University may give public notice to invite persons engaged in performing designated professional services to submit current statements of qualifications and expressions of interest for services which the University anticipates needing in the performance of its operations. The statements shall include:

- 1) The name of the firm or person, the principal place of business, and location of all of its offices;
- 2) The age of the firm and its average number of employees over the past five years;
- 3) The education, training, and qualifications of key members of the firm;
- 4) The names and phone number of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year; and
- 5) Any promotional or descriptive literature which the firm desires to submit.

Firms or persons may amend statements of qualifications at any time by filing a new statement and shall immediately inform the University of any change in their submission that would disqualify the firm or person from being considered for a contract award.

- b. Additional public notices inviting persons engaged in providing professional services may be made if the response to the initial notice is not adequate, if the response to the initial notice does not result in an adequate representation of available sources, or if previously unanticipated needs for professional services arise.

2. Review of Submitted Statements of Qualifications

A review committee shall be designated to evaluate statements of qualifications and related information submitted for the purpose of compiling a list of qualified persons or firms to provide particular types of professional services. The review committee shall consist of at least three employees from the University or from another governmental body with sufficient education, training, and licenses or credentials for each type of professional service which may be required. The review committee shall evaluate all submissions and other pertinent information and compile a list of qualified professionals to provide the particular services.

3. Procedure for the Acquisition of Professional Services

- a. If a University program identifies a need to procure professional services, the following procedures shall apply:
 - 1) A screening committee shall be established consisting of at least three employees of the University with sufficient education, training, and licenses or credentials in the area of the services required. Employees of other agencies may be designated to serve on the committee if qualified employees from the University are not available.
 - 2) The screening committee shall establish criteria for the selection of persons or firms from the list of qualified professionals in a particular field. The following are examples of general criteria which may be used by the screening committee in its evaluation(s). The criteria may

be modified to meet project specific requirements:

- a) Past performance with the University, other governmental agencies and private industry in terms of quality of work and compliance with schedules.
 - b) Professional qualifications of the firm and staff for the required disciplines.
 - c) Sufficient staff and resources to perform the work on time.
 - d) Specialized experience, equipment and technical competence to be applied.
 - e) Quality control practices, techniques and methods used.
 - f) Volume of work awarded to the individual/firm or actively under contract during the last 12 months.
 - g) Ability to work effectively with University and user program staff.
 - h) Familiarity with and knowledge of all applicable laws, codes and ordinances.
- 3) The screening committee shall evaluate the submissions of the list of qualified persons or firms against the criteria established for selection. The committee may conduct confidential discussions with any person or firm on the list of qualified professionals regarding the services which are required and the services they are able to provide.
- 4) The screening committee shall provide the University's designated evaluating officer for the particular procurement of professional services with names of a minimum of three persons or firms that have been determined to be the most qualified, together with a summary of their

evaluation on OPRPM Form 134, Evaluation Summary Abstract, (**Attachment 245.1**).

- 5) The University's designated evaluating officer shall evaluate the summary of qualifications of the persons or firms provided by the screening committee and may conduct discussions with any of them. The University's designated evaluating officer shall rank each person or firm in order of preference and forward the rankings to the University program seeking to procure such professional services.
- 6) The University program shall thereafter seek to negotiate a contract with the first-ranked individual or firm, including a rate of compensation which is fair and reasonable, established in writing, and based upon the estimated value, scope, complexity, and nature of the services to be rendered. If a satisfactory contract cannot be negotiated with the first-ranked individual or firm, such negotiations shall be terminated and negotiations with the other individuals or firms in order of their rankings shall commence.
- 7) If a contract at a fair and reasonable price cannot be negotiated, the screening committee may be asked to submit names of three (3) additional individuals or firms to the University's designated evaluating officer for ranking, and the University program may resume negotiations in the same manner provided in these procedures.
- 8) If less than three (3) individuals or firms are determined to be qualified for a particular project, the University program may request approval from the OPRPM that negotiations be permitted to proceed upon a showing that the individual(s)/firm(s) under consideration possess the qualifications/skills necessary for the project and that direct negotiations are in the best interest of the University.

- 9) Upon completion of negotiations, the University program shall forward the following documents to the OPRPM for processing:
 - a) Original fee proposal from selected individual/firm, if applicable;
 - b) Completed OPRPM Form 95, Determination of Cost or Price Reasonableness (**Attachment 285.1**);
 - c) UH FMIS 41, Contract Encumbrance and Payment Form (**Attachment 275.1a**); and
 - d) A draft of the proposed contract terms relating to the scope of services, time of performance, and the compensation and payment schedule (see attachment 1 through 3, OPRPM Form 107G, University of Hawaii Agreement for Services, **Attachment 230.4**)
- 10) All contracts processed under these professional services procurement procedures shall be submitted to the OPRPM for review, regardless of the dollar amount of the contract.