

**CONTRACTING OF PROFESSIONAL SERVICES  
POLICY NO. 18-02**

**PURPOSE:**

The purpose of this policy and procedures, established hereunder, is to ensure Hernando County's compliance with Section 287.055 F.S., as amended, known as the "Consultants' Competitive Negotiation Act."

**POLICY:**

When professional services, as defined by Section 287.055 F.S., as amended, are considered necessary, the Board of County Commissioners shall be requested to authorize those actions needed to acquire such services. Said professional services shall be purchased in accordance with the provisions of Section 287.055 F.S., as amended, and Hernando County Purchasing Procedures.

A Professional Services Review Committee (PSRC) consisting of no less than five (5) persons shall be appointed by the County Administrator to review the acquisition of professional services, short list the most qualified firms and make recommendations to the Board of County Commissioners for selection of the consultant. All five (5) of the committee members appointed, or their designees, shall be required to be present prior to any actions occurring regarding selection of a consultant under this policy. The PSRC members shall at a minimum consist of the County Engineer, a member of the Board of County Commissioners, a minimum of two (2) representatives of the agency/department for which the professional services will be performed and a competent individual(s) not associated with the contracting agency/department.

After the final date established for submittal of "Letters of Interest and Qualifications," the PSRC shall review all submittals received. The committee shall evaluate each firm's qualifications in accordance with Subsection (4) Paragraphs (a) and (b), Section 287.055 F.S., as amended. After evaluation and giving due consideration, the committee through the County Administrator, shall present the Board of County Commissioner with a list of a minimum of the top three (3) qualified firms, ranked in order of preference for selection for contract negotiation. All submittals will be made available to the Board.

The Board shall accept or reject, as submitted, the recommendations of the PSRC. Should the Board reject the recommendations of the PSRC, all proposals received in relation to the subject solicitation for professional services will be considered as rejected by the Board and the professional services requirement shall be re-solicited for new proposals taking into consideration comments and/or recommendations made by the Board of County Commissioners.

Replaces:	Policy No. 18-2
Reference:	November 7, 1986
Adopted:	September 18, 1991
Amended:	August 1, 1995 November 21, 1995 May 6, 1997 July 11, 1998 May 16, 2000