

3.5 PROCUREMENT OF OTHER SERVICES

The provisions listed in this section apply to contracts for services, except for contracts for architectural, engineering, and surveying services, and unless governed by other County policy or contract, or by State or Federal requirements. All contracts for lobbying services or management consulting services must be procured pursuant to the Request for Proposals requirements of Section 3.5.3 herein, regardless of amount.

3.5.1 Contracts for Services Less Than \$50,000

1. Department may award to one vendor/company without soliciting via RFP or quotations upon approval by the County Manager or Assistant County Manager.
2. The Department Director shall provide written documentation to the County Manager to show that the price is fair and reasonable.
3. To the extent practicable, purchases should be distributed among qualified companies.
4. Contracts must be in writing.

3.5.2 Contracts for Services Greater Than or Equal to \$50,000, but Less than \$150,000

For the procurement of services in this range, use of an RFP is encouraged, but not required; provided, however, that if a Department chooses not to use an RFP to purchase services in this range, Directors and/or Department Representatives must solicit three quotations and document such quotations in writing, in order to ensure that services which most closely match the Department's needs are procured at the lowest available price. Because there are no statutory requirements applicable to the procurement of such services, an Assistant County Manager (ACM) or the County Manager may exempt a service from the RFP or quotations process for good cause and when in the best interests of Union County.

Note: If Federal funds are to be utilized, refer to Section 12.

3.5.3 Contracts for Services Greater Than or Equal to \$150,000

Unless governed by other County policy, contract, or by State or Federal requirements, such services shall be procured by the County upon issuance of a Request for Proposals (RFP) by the Procurement Department. The terms of the RFP shall be prepared by the Procurement Representative in conjunction with the Department Representative requesting the services.

The RFP shall include a list of factors to be utilized in evaluating the proposals. The County shall secure not fewer than two proposals, when practicable. The award of a service agreement shall be made to the offeror whose proposal is determined to be the most advantageous to the County, taking into consideration the evaluation factors set

forth in the RFP. Because there are no statutory requirements applicable to the procurement of such services, an Assistant County Manager (ACM) or the County Manager may exempt a service from the RFP process for good cause and when in the best interests of Union County. The exemption of any such service exceeding \$150,000 shall be reported to the Board of Commissioners at its next regular meeting and shall include the justification for exemption. Notwithstanding the authority to exempt certain contracts from the requirements of this Section 3.5.3, no contracts for lobbying services or management consulting services may be exempted from the RFP process without the County Manager or an ACM requesting such exemption from the Board of Commissioners.

Note: If Federal funds are to be utilized, refer to Section 12.