

REQUEST FOR PROFESSIONAL SERVICES SOLICITATION¹

1. Director or Manager _____ User Entity: _____ Date: _____
(circle one) (print name & initial)

2. Deputy Mayor of User Entity: _____ Date: _____
(print name & initial)

To: CHIEF PROCUREMENT OFFICER (CPO)

Attachment(s): (a) DRAFT REQUEST FOR PROPOSALS/
QUALIFICATIONS
(b) Proposed Announcement

User Entity Employee Contract Monitor:

Name: _____

Phone: _____

Email: _____

Pursuant to Executive Order MJL 10-05, this requests your approval of the professional services solicitation described below. A draft RFP/RFQ and announcement are attached for your review.

1. Describe the need or purpose (supplement as needed):

2. If known, describe the means proposed to satisfy the need or purpose:

3. State how the needed services are professional services:²

4. State the maximum permissible compensation and expenses payable under the contract:

Estimated Cost _____
Total _____

5. Source of funding: _____ General Fund
_____ CDBG Funding
_____ Other (Specify) _____

6. Requisition Number: _____

7. Announcement Plan: ***Departments will submit all approved RFPs/RFQs to the
Purchasing Bureau for print and website publication.***

Note: Ex. Order MJL 10-05 requires publication at least once during each of two consecutive weeks in the official City journal.

CPO ACTION:

Solicitation: () APPROVED () DISAPPROVED. ***DBE waived? Yes / No***

Remarks: _____ Initial & Date: _____

¹ Professional Services procurements costing \$15,000 or less do not require approval by this means. (City Code Sect. 2-7).

² "Services that include work rendered by an independent contractor who has a professed knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, which independent contractor shall include but not be limited to attorneys, doctors, dentists, nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, appraisers, business consultants, investment advisors, and claims adjusters. A profession is a vocation founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The word "professional" implies professed attainments in special knowledge as distinguished from mere skill..." (Ex. Order MJL 10-05)

MAINTAIN THIS APPROVED FORM WITH ALL LATER RECOMMENDATIONS, APPROVALS, DOCUMENTS, AND CONTRACTS.