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ADM-1.05 - Professional, Technical and Expert Services Contracting Manual

Administrative Rules Adopted by Bureaus Pursuant to Rule Making Authority (ARB)

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Policy number: ADM-1.05

PROFESSIONAL, TECHNICAL AND EXPERT SERVICES CONTRACTING MANUAL

Administrative Rule Adopted by Procurement Services Pursuant to Rule-Making Authority

ARB-ADM-1.05

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INTRODUCTION

The Bureau of Internal Business Services, Procurement Services Division is pleased to provide you with the Professional, Technical, and Expert (PTE) Services Contracting Manual (Manual). The City Council passed an ordinance on January 22, 2003 that required adherence to the processes and procedures identified within this Manual. Provisions within the Manual specifically address the Council's commitment to increased Minority, Women, and Emerging Small Business (M/W/ESB) opportunities, consistency in the contracting procedures and processes, accessibility to a one-stop information site for all consultants and potential PTE contracting opportunities, and providing for better tracking, monitoring data input and compliance. This Manual is published to assist City staff in developing and managing successful PTE procurements while maintaining the public procurement tenets of open competition and fairness to those we serve. PTE contracting continues to be the general responsibility of the individual City bureaus and offices. However, depending upon the amount, review of the solicitations as well as signing of the resulting contracts will be required and accomplished by the Chief Procurement Officer. The format has been changed based on bureau feedback and has better defined policies and procedures for procuring PTE services. The checklists continue to be included for each solicitation method. For the bureaus ease of use, we have provided standard forms and templates, which are available on the [Procurement Services website](#).

By providing standardized checklists and outlining step-by-step solicitation methods, we are working to assure that PTE procurements are performed in a fair, consistent, effective and efficient manner as well as obtaining the necessary data required for M/W/ESB utilization. Additionally, potential

consultants will be better able to quickly access information required for the various projects, respond to the various solicitations, and understand the rules and processes.

[Professional, Technical & Expert Services 2020 Procurement Manual updated July 2020](#)

HISTORY

Originally adopted by Bureau of Purchases and Office of the City Attorney April 2000 and filed for inclusion in PPD November 21, 2002.

Amended by Director of Bureau of Purchases February 2003 and filed for inclusion in PPD April 18, 2003.

Amended by Director of Bureau of Purchases July 2003 and filed for inclusion in PPD August 1, 2003.

Amended by Director of Bureau of Purchases July 2004 and filed for inclusion in PPD December 30, 2008.

Amended by Director of Bureau of Purchases May 2010 and filed for inclusion in PPD June 11, 2010.

Amended by Chief Procurement Officer and filed for inclusion in PPD January 29, 2013.

Related documents

 [Professional, Technical & Expert Services Contracting Manual Updated January 2013](#) (645.57 Kb)

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