

ADM-1.05 - Contracting for Professional Technical and Expert Services Manual ([Printable Version](#))

CONTRACTING FOR PROFESSIONAL TECHNICAL AND EXPERT SERVICES MANUAL

Administrative Rule Adopted by Bureau Pursuant to Rule-Making Authority

ARB-ADM-1.05

INTRODUCTION

The Bureau of Purchases is pleased to provide you with the most recent update of the [Professional, Technical and Expert Service \(PTE\) Manual*](#). This Manual responds to some of the findings identified in the December 2001 audit by the City Auditor. The changes also reflect and address some of the concerns expressed by the Mayor's Fair Contracting and Employment Forum and the City's internal Contract Coordinating Committee (C3).

On February 5, 2003 the City Council passed an ordinance that requires adherence to the processes and procedures identified within the Manual. Provisions within the Manual specifically address the Council's ongoing commitment to increased contracting opportunities for minority, women-owned and emerging small businesses (M/W/ESB). Providing consistency in the contracting procedures and processes and providing a one-stop information site for all vendors and contracting opportunities are all goals of the revised Manual.

The Manual is published to assist City staff in developing and managing successful PTE procurements while maintaining fair and open competition. The Manual's overall format has remained virtually the same and checklists continue to be included for each level of PTE procurement. Additionally, the QBS/RFO process has been incorporated into this manual. With a more standardized approach to PTE contracting, potential consultants will be better able to respond to the various contracting opportunities, understand the rules and processes and quickly access information required for specific projects.

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[Services Manual](#) is available as a PDF Document.

*Note: Documents is in PDF format and requires the free [Adobe Acrobat Reader](#).

HISTORY

Submitted for inclusion in PPD April 18, 2003.

Amended by Bureau of Purchases February 2003.

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

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