

Consultant Selection Process Financial, Legal and Other Professional Services

Unless otherwise dictated by a particular funding agency, the following process shall apply when selecting an attorney or law firm, a financial advisory firm, an auctioneer, an investment adviser, an appraiser, or an accounting or planning service. The purpose of this procedure is to ensure that a qualified consultant is obtained through an equitable, qualification-based selection process.

Annual Statement of Qualifications

The City of Jonesboro Purchasing Agent shall advertise in the local newspaper and on the City website, annually, for a Statement of Qualifications (SOQs) from attorneys and law firms, financial advisers, auctioneers, investment advisers, and accounting services that desire to provide professional services for city projects. Alternatively, the City may advertise for Letters of Interest (LOI) to provide services for a specific project. Either way, the advertisement period should be for no less than two (2) weeks, at least one time each week, with a submission deadline of no less than 10 days following the second advertisement.

Selection Committee

For projects where the professional service fee is expected to be less than \$20,000, the Selection Committee shall consist of the Director of the sponsoring department and one staff person designated by the Mayor, if the services needed are financial; the City Attorney and one staff person designated by the Mayor, if the services needed are legal..

If the fee is expected to be \$20,000 or more, the selection committee shall consist of four persons:

1. the Director of the sponsoring department, or a staff member appointed by that Director;
2. the Mayor or Chief of Staff;
3. the City Attorney (for legal services) or one other administrative staff person who is not a member of the sponsoring department; and
4. the Chairman of the City Council Finance and Administration, or another member of the City Council appointed by the Chairman.

The Mayor or Chief of Staff will serve as chairman of the committee. Each person serving on a Selection Committee should have the expertise necessary to evaluate the annual Statements of Qualifications or Letters of Interest.

Evaluation of Statement of Qualifications or Letters of Interest

The Selection Committee shall evaluate each consultant firm based on the following criteria:

No	Evaluation Factors for Professional Services	Maximum Points Possible
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;	10
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;	10
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;	10
4	The firm's proximity to and familiarity with the area in which the project is located.	10
	Total Points	40

Following their review, the Selection Committee shall select three (3) qualified consultant firms and present these to the Mayor along with necessary supporting documentation for final administrative approval.

Negotiation Process

The Committee and the selected consultant shall jointly prepare a detailed, written description of the scope of services. The consultant shall then submit a cost proposal and agreement for services based on the requested scope of services.

If the Mayor is unable to negotiate a contract with the first firm, negotiations with that firm shall be terminated and the Mayor shall begin the negotiation process with the next most qualified firm, and so forth. If the Committee is unable to negotiate a contract with any of the three (3) most-qualified consultant firms, the Selection Committee shall re-evaluate the professional services being requested including the scope of services and fee requirements. The Committee shall then re-start the evaluation process based on the new criteria.

When the parties agree the negotiated contract to be fair and reasonable, the Consultant firm will prepare a final draft, sign, and submit it to the City. If the total professional service fee is less than \$20,000, a purchase order request will be submitted to the Mayor for approval. If the fee is over \$20,000, the professional service contract will be put through the City Council process for approval and execution by the Mayor and City Clerk.

May 1, 2019