

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES & PROCEDURES MANUAL**

Subject: **Consultant and Professional Services**

Number: D 21

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Approved:

Date: 03-17-04

I. PURPOSE

To provide a uniform method for requesting Consultant and Professional Services.

II. POLICY

The Agency Director is authorized to approve requests for one-time contracts for Consultant Services without approval of the Board of Supervisors or the County Executive Officer if the amount to be paid is under \$25,000.

Requests for Consultant Services totaling \$25,000 or more and all requests increasing existing consultant contracts (even though the aggregate amount is still under \$25,000) must be submitted to the County Executive Officer for review and the Board of Supervisors for approval.

The Agency Director is authorized to approve requests for Professional Services without approval of the Board of Supervisors or the County Executive Officer, if the aggregate amount to be paid, over the contract period, is under \$50,000.

The Agency Director is authorized to request contract extensions for Professional Services for up to one six month period if the aggregate amount to be paid is under \$50,000.

REFERENCES

CAO Procedure No. 0112-10, Board Resolution No. 74-1144, 76-1626 (Rev.), 93-86. CAO letter dated 11-16-93 "Management Consultant Contracts." County of Orange Contract Policy Manual, Adopted by Board of Supervisors 5/10/94, Sections 3.3 and 3.4.

III. DEFINITIONS

- **A. Consultant Services** are those services which:
 - 1. Are of an advisory nature, which provide a recommended course of action or offer personal expertise and have an end product that is basically a transmittal of information.
 - 2. Provide analysis, opinion, or recommendation.
 - 3. Are paid by the job or service they provide. Consultant contracts are usually made for "the life of the job" and cannot be renewed or monetarily increased without Board Approval.
 - 4. Provide professional or technical advice or expertise that supplements departmental expertise or advice.
 - 5. Are usually of a temporary, intermittent or irregular nature and are used when County staff is unavailable to perform the service in the manner required.
- **B. Professional Services** are services which:

- 1. Are provided by licensed, credentialed, or technically trained professionals. Disciplines usually associated with Professional Services contracting include data processing, computer programming, legal, accounting and physicians and medical services.
 - 2. Cannot be performed by existing County staff or can be performed more efficiently by an outside contractor.
 - 3. When used for training, usually offer pre-designed courses.
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IV. PROCEDURE

- A. Requesting Consultant Services. A. Requesting Professional Services.
 - 1. Requests under \$25,000:
 - a. Complete a blue SSA Requisition form (“blue requisition”), F063-03-96 (R 6/09), Attachment A.
 - b. Complete a Consultation Services Request form (“CSR”), F850-147.1 (12/83) (Attachment B). If the request is for a sole source provider or contract, justification must be included on the “CSR.”
 - c. Submit completed and signed forms to the Deputy Director, Financial & Administrative Services, Building 160.
 - d. The Deputy Director, if approved, will review request and forward for final approvals.
 - e. After final approval, the request is then forwarded to SSA/Purchasing, Building 15, for processing.
 - 2. Requests over \$25,000 and all requests to increase the monetary limit of an existing contract must be reviewed by the CEO and approved by the Board of Supervisors, via the Agenda Staff Report (ASR) process (See P&P F 4, Agenda Staff Reports). For establishing new contracts, a “Request for Proposal” must be done or a “Sole Source Request Justification” must be completed.
- 1. Requests under \$50,000:
 - a. Complete a blue SSA Requisition form (“blue requisition”), F063-03-96 (R6/09), Attachment A. If applicable, a “Sole Source Request Justification” must be included. (Attachment C.)
 - b. Completed forms are submitted to the Deputy Director, Financial and Administrative Services, Building 160.
 - c. Submit completed and signed forms to the Deputy Director, Financial & Administrative Services, Building 160.
 - d. The Deputy Director, if approved, will review request and forward for final approvals.
 - e. After final approval, the request is then forwarded to SSA/Purchasing, Building 15, for processing.
- 1. Requests over \$50,000:
 - a. Must be reviewed by the Deputy Director, Financial & Administrative Services, and approved by the Board of Supervisors via the Agenda Staff Report (ASR) process (See P&P F 4, Agenda Staff Reports).
 - b. Procedure follows steps in III, B, 1 above.

V. ATTACHMENTS

- A. Orange County Requisition
- B. Consultation Services Request
- C. Sole Source Request Justification