

Policy 3440

## Procurement: Professional and Consulting Services

The District may use the professional assistance and services of persons not regularly employed by Bloomfield Hills Schools when the Superintendent and/or Board determine such assistance and services are required. The selection of appropriate professionals and consultants and the extent of their services shall be determined by the Superintendent considering such factors as District needs, staff time constraints and the efficiency and effectiveness of using such services. The selection and use of professional and consulting services shall be subject to the approval of the Board of Education under the following conditions:

- A. Legal and Auditing Services: The Superintendent may make recommendations to the Board regarding appointments to provide these services. Such appointments are subject to the approval of the Board of Education.
- B. Architectural, Engineering and Other Professional and Consulting Services: The services of architects, engineers and other professionals and consultants, not regularly employed by the District, shall be considered as administrative assistance to the Superintendent and may be contracted by the Superintendent. Such contracting arrangements shall be subject to the prior approval of the Board of Education when they are expected to exceed the annually published State bid threshold<sup>[i]</sup> with a single vendor within a school year (single or multiple projects.) In the event that the cost of services inadvertently exceeds the annually published State bid threshold, the Superintendent shall notify the Board of such use at the next regularly scheduled meeting. Vendors may be submitted for Board approval in advance as a list covering various vendors and services, or individually.

### Approval Levels and Requirements for Single Contracting Arrangements

Regarding a single, stand-alone project, contract, or engagement, the selection and approval process and annual spending limits for architectural, engineering and other professional and consulting services are as follows:

- A. For an appointment with fees expected to be less than the annually published State bid threshold, Board approval is not required. Administration is to use its best judgment, consistent with Board policy.
- B. For an appointment with fees expected to start at the annually published State bid threshold or more, Board approval is required. An RFP process, the use of competitive quotes or negotiation is expected to be conducted to support the recommendation for Board approval. In order to streamline District operations and obtain favorable pricing, professional and consulting services that are utilized each year may be considered for a multi-year appointment. The multi-year appointment may be used when the project scope and pricing can be specified with reasonable certitude, and duration may not exceed a period of five years for each appointment.
- C. A consultant with particular expertise in the area of interest may conduct an independent RFP process, competitive quote or negotiation after consultation with FFLA and upon the approval of the Superintendent.
- D. In the interest of obtaining the best possible service for the District at reasonable and affordable costs, the District will make its needs known in the marketplace to the extent practical.

Reference: Bylaw 8140

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[i] The bid threshold amount is established by the State of Michigan and is annually adjusted. The bid threshold is mandatory on (1) construction, additions and renovations and (2) supplies, materials and equipment.

Approved: 9/2/86  
Revised: 1/5/93  
Revised: 11/12/96  
Revised: 6/20/00  
Revised: 5/4/04  
Revised: 8/16/07

Revised/Approved: 9/17/09 (*Replaces Policy 3460*)

Revised: 8/18/11

Revised & Approved: 9/15/11