Department of Health Professions

DIRECTOR'S POLICY # 76-5.2

Procurement of Professional Services

Effective Date: November 16, 2015

Approved By: _____

David E. Brown, D.C., Director

Purpose: To ensure that procurement procedures are conducted in a fair and impartial manner and fully conform to state law.

Policy:

It is the policy of the Department that the agency obtain high quality services to meet the agency's mission at reasonable cost, that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that competition be sought to the maximum feasible degree and conform to *The Virginia Public Procurement Act (VPPA), Agency Procurement and Surplus Property Manual (APSM) and Vendors Manual* regardless of the source of funds by which the contract is to be paid or which may or may not result in monetary consideration for either party.

Procedure: The procurement of professional services from nongovernmental sources shall be in accordance with the applicable provisions of the VPPA.

1. Professional services means work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering, and the services of an economist procured by the State Corporation Commission.
2. The small purchase threshold for the procurement of professional services is $60,000. Professional services procurements less than $10,000 shall be set-aside for micro businesses. For purchases from $10,000 up to $50,000, procurements shall be set-aside for small businesses (including micro businesses).
3. Public posting is required for professional service procurements over $30,000.
4. Information on the use of legal services and expert witness may be obtained from the Attorney General's Office.
5. Competitive negotiation shall be used for the procurement of professional services. APSM Annex 7-C provides guidelines for negotiated procurements. Solicitations for professional services shall not request that offerors furnish estimates of man-hours or cost for services.
6. Evaluation-The agency is to engage in individual discussions with two or more offerors deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required

services.

7. Award- The award document should be a signed contract incorporating by reference all the requirements, terms and conditions and the contractor's proposal as negotiated. All points negotiated should be properly documented and become part of the contract.

The Purchasing Section will be responsible for conducting purchases for Professional Services in compliance with the Virginia Public Procurement Act, Agency Procurement and Surplus Property Manual, Construction and Professional Services Manual (CPSM) issued by DGS/Division of Engineering and Buildings and Vendor Manual.