



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees

From: Dr. Devin Stephenson, President

Date: September 20, 2022

Re: HR 6.00 Professional Services Review

The College proposes revising Board Policy HR 6.00 Professional Services Review for consistency with Florida Statutes, State Board of Education Rules, and Board Policy on purchasing. HR 6.00 fundamentally addresses a type of purchasing, which is buying the services of a firm or person with professional skills that the College seeks through a professional services contract. State Board of Education Rule 6A-14.0734 sets the same purchasing thresholds on these engagements as other purchases:

- The threshold for Category Three under § 287.017, F.S., is set at \$65,000. The President (or designee, which are the Chief Financial Officer or Purchasing Director) may approve purchases of professional services up to \$65,000 without the requirement of a competitive solicitation.
- The College must make purchases of more than \$65,000 through competitive solicitation unless the purchase is exempt from that requirement. The President may approve purchases of professional services of more than \$65,000 but not exceeding \$325,000 if such purchases are consistent with solicitation rules. Purchasing professional services is one of the specific exemptions from the competitive solicitation requirement under SBR 6A-14.0734(2)(f) (“[p]rofessional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants”).
- The threshold for Category Five under § 287.017, F.S., is set at \$325,000. The Board must approve purchases and of professional services more than \$325,000.

The language of proposed HR 6.00 clarifies that professional services contracts will be handled under the same expenditures and contracting policies as all other purchases. The thresholds described above are set out in the proposed BS 5.00.

RECOMMENDATION:

The Board of Trustees authorizes the College to advertise the revisions to HR 6.00, as presented.