

Professional Services Contract Process

Phase	How Long	Who Does What
Civil Service Review	2.5–4 weeks (for new services, add 30 days to notify union)	Civil Service Commission. Reviews whether the proposed contracting situation conforms with Civil Service requirements. Approves or rejects. New services need an advance 30 days' notice to union(s) representing the classifications doing that kind of work. Department can seek CSC approval at any time before sending the final contract to the Office of Contract Administration. BUT earlier is better! NOTE: Contracts for less than \$50,000 are eligible for expedited review by DHR.
RFP Process <i>Developing the RFP</i>	4–26 weeks (or longer)	Department. Develops Requests for Proposal (RFPs), per Chapter 900 of Purchasing's User Guide. Administrative Code section 21.1 requires that all contracts for services be procured through competitive selection. An RFP is the most consistent way of picking the vendor with the most to offer. NOTE: The department should consult its deputy city attorney to ensure that the RFP is fair and complies with standard practices.
<i>HRC Review</i>	5–10 days	Human Rights Commission. Reviews RFPs over \$25,000 for potential to subdivide the project into smaller portions where disadvantaged businesses can compete more successfully; includes its forms for workforce monitoring and compliance issues. Reviews RFP evaluation criteria, selection procedures and subconsulting requirements. MUST occur before RFP is advertised.
<i>Soliciting and Reviewing Proposals</i>	4–12 weeks	Department. Reviews and scores proposals. Some departments send rankings of evaluated proposers to HRC for application of preference or discount points. Other departments apply preference or discount points themselves, based on information from HRC. Once proposals are ranked, notification is given to proposers. Appeals may succeed if RFP process was unevenly applied.
Contract Negotiation	0–26 weeks	Department. Department may negotiate with top-ranked proposer.
Approvals		↓
<i>Vendor</i>	2–4 weeks	Vendor. Signs contract. To an extent, these approvals may be sought simultaneously.
<i>Department</i>	1–5 days	Department. Obtains necessary internal approval(s).
<i>Commission</i>	2–8 weeks	Commission. Departments with commissions have different procedures for commission approval of contracts. Commission's role may depend on whether the contract exceeds a dollar threshold. Approves or rejects.
<i>City Attorney</i>	1–2 days (more if contract has problems)	City Attorney. Reviews as to form. Approves or returns to department for corrections; may advise department in RFP process/contract negotiations.
Assemble Contract Package	0–5 days	Department. Assembles and forwards package to the Office of Contract Administration (OCA, formerly Purchasing).
OCA Review	2 days (on average)	OCA. Checks for required clauses, insurance, Business Tax, MBE/WBE declaration, non-discrimination requirements (12B), Minimum Compensation Ordinance, Health Care Accountability Ordinance, Civil Service Commission approval, City Attorney's approval. OCA approves or rejects.
ADPICS Approval	Immediate	OCA. Approves contracts accompanying Contract Blanket Purchase Order in ADPICS (the City database used to store information about vendors), which does not encumber funds. Funds are certified as available and encumbered in Financial and Accounting Management System. Purchasing sends contract package to department for distribution.
Encumbering Funds	Immediate	Department. Submits separate Blanket Order Release or Purchase Order Release to Purchasing. Funds can be encumbered all at once, or in a series of progress payments.
Certifying Funds	Immediate	Controller. Verifies and certifies that funds are available.
Final Distribution		Department. Sends copy of certified contract to the contractor, who begins performance.
TOTAL	4–20 months	