

80507 Process for Selection of Independent Contractor Vendors to Provide Professional Services

- (1) When Board of Governors approval is required for the procurement of professional services by the College from an independent contractor vendor and for the selection of a vendor_provider of such services, the selection process shall be designed to produce a decision that is fair, objective, and based on the merits of the providers.
- (2) The RFP/RFQ shall be developed by a selection committee comprised of College staff and, (if available), at least one expert external to the College, and shall include, at a minimum, proposed criteria for the selection, an outline of the selection process, and a request for potential providers' references. Members of the selection committee shall be recommended by the President for approval by the board. Members of the Board of Governors shall not serve on the selection committee. The RFP/RFQ must be reviewed and approved by the Board of Governors at least one month in advance of the final selection of a provider, and must be sent to all eligible providers who might reasonably be expected to bid and to any other provider who requests a copy.
- (3) Upon completion of its work, the selection committee shall recommend to the College president, the professional service provider candidates that it recommends. The committee recommendation must be based upon the approved selection criteria. The president, in turn, will recommend a provider to the Board of Governors for approval. Committee materials on the candidates must be made available to members of the Board of Governors, if requested.
- (4) The procedures specified in subparagraphs B and C above shall not apply to professional service providers who directly advise or work directly for the Board of Governors, such as outside legal counsel and the College Ombudsperson.
- (5) Specific written procedures to implement this policy shall be developed by the president.

(Adopted March 23, 2004)