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## 1.0 Personal Service Contracts (PSCs)

### 1.1 Definition

As adopted by the District's Local Contract Review Board in LCRB Resolution No. 7/05-02, "Personal Services" shall be defined to include those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects; engineers; surveyors; attorneys; accountants; auditors; computer programmers; artists; designers; performers; workshop presenters; meeting facilitators; and consultants. The Executive Director or designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

### 1.2 Limits on Indirect/Administrative Overhead

Indirect charges for administrative overhead on personal service contracts shall not exceed 15% of the total amount of the contract.

### 1.3 PSCs other than for Architectural, Engineering, Surveying, and Related Services

#### 1.3.1 PSC less than \$50,000

A personal services contract totaling less than \$50,000 in either a calendar year or a fiscal year may be awarded by direct appointment, without competitive bidding.

#### 1.3.2 PSC between \$50,000 and \$150,000

A personal services contract totaling between \$50,000 and \$150,000 in either a calendar year or a fiscal year may be awarded after obtaining at least three informal quotes, according to the procedures for Intermediate Procurement described in ORS 279B.070.

#### 1.3.3 PSC more than \$150,000

A personal services contract totaling more than \$150,000 in either a calendar year or a fiscal year shall be awarded using competitive sealed proposals as provided in ORS 279B.060, unless exempted from competitive bidding by resolution of the Local Contract Review Board according to the requirements of ORS 279B.085.

#### 1.3.4 Exempt PSCs

Personal service contracts exempted from competitive proposal processes may be awarded in any manner authorized by the Local Contract Review Board.

#### 1.3.5 PSC Extensions

Personal services contracts existing on the effective date of these Rules may be extended by direct appointment, without competitive bidding.

### 1.4 PSCs with Architects, Engineers, and Land Surveyors

#### 1.4.1 For Contracts NTE \$50,000

A contract for architectural, engineering and surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$50,000 in a calendar year or fiscal year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these rules, and the new contract is a continuation of that project.



#### **1.4.2 Competitive Procedures**

Unless otherwise provided in this section, contracts for architectural, engineering and surveying services shall be awarded according to the procedures for competitive proposals described in ORS 279B.060 and these rules.

#### **1.4.3 Statutory Consistency**

All contracts for architectural, engineering, surveying and related services shall be entered into consistent with ORS 279C.110.

## **2.0 Delegation**

### **2.1 Local Contract Review Board**

Except as otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the Board of Directors.

### **2.2 Powers and Duties of the Executive Director**

Unless expressly limited by the Local Contract Review Board or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the Executive Director or designee without further approval of the District's Board of Directors, including the authority to enter into emergency contracts pursuant to ORS 279B.080.

### **2.3 Signature Authority of the Executive Director**

The Executive Director or designee shall have the authority to approve any public contract of \$50,000 or less. The District's Board of Directors shall approve any contract exceeding this amount.

## **3.0 Special Procurements and Exemptions**

### **3.1 Competitive Bidding Exemption for Goods and Services**

The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.

### **3.2 Competitive Bidding Exemption for Public Improvements**

The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

## **4.0 Small Procurements (Under \$10,000)**

### **4.1 Competitive Bidding Exemption for Contracts under \$10,000**

Public contracts under \$10,000 are not subject to competitive bidding requirements. The Executive Director or designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.



## 4.2 Amendments beyond \$10,000

The District may amend a public contract awarded as a small procurement beyond the \$10,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum that is greater than thirty percent (30%) of the original contract price.

## 5.0 Intermediate Procurements

### 5.1 For Goods, Services, and Public Improvements between \$10,000 and \$150,000

A contract for procurement of goods and services estimated to cost between \$10,000 and \$150,000 in a calendar year, or a contract for a public improvement that is estimated to cost between \$10,000 and \$100,000 in a calendar year, may be awarded according to the processes for intermediate procurements described in ORS 279B.070.

### 5.2 Amendments beyond Dollar Limits for Intermediate Procurements

The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800, provided the cumulative amendments shall not increase the total contract price to a sum that is greater than thirty percent (30%) of the original contract price.

## 6.0 Methods for Awarding Contracts Using Request for Proposal Process

In making an award using the request for proposal process in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including, but not limited to, the processes described in ORS 279B.060(6)(b), as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the District. The evaluation process(es) to be used shall be stated in the Request for Proposals. OAR 137-047-0261 through 137-047-0263 shall apply to evaluation of proposals.

## 7.0 Emergency Contracts

### 7.1 Definition

“Emergency” shall be defined as follows: “Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.”

### 7.2 Authority to Determine Emergencies

The Board Chair, the Executive Director, or a designee of the Executive Director shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.

### 7.3 Emergency Contract Purposes

Emergency contracts may be awarded as follows:

#### 7.3.1 Goods and Services

Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080 and section B, “Delegation,” of these Rules.



### **7.3.2 Public Improvements**

The District hereby adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

## **8.0 Disposal of Surplus Property**

### **8.1 Definition**

“Surplus Property” is defined as any personal property of the District that has been determined by the Executive Director or designee as being of no use or value to the District.

### **8.2 Criteria for Disposal**

The Executive Director or designee may dispose of surplus property as in the manner that is, in the discretion of the Executive Director, deemed most advantageous to the District or the community at large.

## **9.0 Appeals of Prequalification Decisions and Debarment Decisions**

Review of the District’s prequalification and debarment decisions shall be as set forth in ORS 279B.425. The following additional procedures shall apply to hearings on such decisions by the LCRB as provided in LCRB Resolution No. 7/05-02.

### **9.1 Notices and Appeals**

Notices shall be submitted in writing to the Executive Director. Appeals filed after the filing period stated in ORS 279B.425 shall not be heard.

### **9.2 Hearing Procedures**

Upon opening of the hearing, District staff shall explain the District’s decision being appealed and the justification thereof. The appellant shall then be heard. Time for the appellant’s testimony shall be established by the Board Chair. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Board Chair.

Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District’s decision shall be provided time to be heard, with time limits established by the Board Chair. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Board Chair shall close the hearing.

### **9.3 Final Decision**

When issued in writing according to the requirements of ORS 279B.425, the LCRB’s decision and order shall be final.

## **10.0 Purchases from Federal Catalogs**

By LCRB Resolution No. 7/05-02, the LCRB has adopted the following rules for procurement of goods from federal catalogues: Subject to applicable Board approval requirements stated in the District’s Contracting Rules, the District may purchase goods from federal catalogues without competitive bidding when the procurement is pursuant to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the Local Contract Review Board that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.