



**PROCEDURE FOR UTILIZING THE  
ANNUAL PROFESSIONAL SERVICES LIST AS  
AUTHORIZED UNDER A.R.S. §41-2581**

**General Services Division  
Department of Administration  
1110 West Washington St.  
Suite 155  
Phoenix, Arizona 85007**

**1. To utilize this process contract amounts need to meet the following thresholds:**

- 1.1 Architectural Services less than or equal to \$250,000**
- 1.2 Professional Services other than an Architect (Engineer, Geologist, Home Inspector, Landscape Architect, or Surveyor) less than or equal to \$500,000**

**2. General Agency Guidelines for Subsequent Selection Processes:**

- 2.1. The Customer's assigned Procurement Officer will chair and initiate an appropriately qualified Selection Committee for each project.
- 2.2. The Customer's Selection Committee members will sign a procurement disclosure statement before reviewing qualifications and conducting interviews, that the person has no interest in the procurement other than that disclosed and will have no contact with any representative of a competing person or firm related to the particular procurement during the course of evaluation of qualifications, except those contacts specifically authorized by statute.
- 2.3. The Customer's Selection Committee will review the qualifications of the persons or firms on the resultant annual professional services list to determine which persons or firms will be interviewed.
- 2.4. The Procurement Officer will contact the persons or firms selected for interview to convey the anticipated project Scope of Work and an interview date and time. Interviews may be conducted in person, via telephone, or by other such method as is preferred by the Customer.
- 2.5. The Procurement Office will determine scoring criteria and provide sample questions to the Selection Committee that can be modified based on specific Scopes of Work.
- 2.6. The Procurement Officer shall facilitate the interviews as a non-scoring participant.
- 2.7. If possible and practicable, the Selection Committee shall conduct interviews with at least three (3) persons or firms regarding the project and the relative methods of furnishing the required services.
- 2.8. The Selection Committee shall base the selection of each final list and the order of preference on demonstrated competence and qualifications only.

The Customer and the Selection Committee shall not request or consider fees, price, man-hours or any other cost information at any point in the selection process under this paragraph, including the selection of the persons or firms to be interviewed, the selection of the persons and firms to be on a final list, in determining the order of preference of persons and firms on a final list or for any other purpose in the selection process.

- 2.9. The Procurement Officer shall enter into separate negotiations for the contract with the person or firm ranked highest on the final list for the contract. The negotiations shall include consideration of compensation and other contract terms that the Procurement Officer determines to be fair and reasonable to this state.

In making this determination, the Procurement Officer shall take into account the estimated value, the scope, the complexity and the nature of the professional services to be rendered.

- 2.10. If the Procurement Officer is unable to negotiate a satisfactory contract with the highest ranked person or firm on the final list for the contract at a price and on other contract terms the Procurement Officer determines to be fair and reasonable, the Procurement Officer will formally terminate negotiations with that person or firm.

The Procurement Officer may undertake negotiations with the next most qualified person or firm on the final list for the contract in sequence until an agreement is reached or a determination is made to reject all persons or firms on the final list for the contract.