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| <b>SUBJECT:</b><br>Award of Projects among Professionals Selected through a Qualifications Basis to Provide Continuing Services | <b>Effective Date:</b><br>12/19/17  | <b>Policy Number:</b><br>FSP 2014 FPC0007 |                |
|   | <b>Supersedes:</b>  | <b>Page</b><br>1                          | <b>Of</b><br>2 |
|   | <b>Responsible Authority:</b><br>Associate Vice President, Administration and Finance (Facilities and Safety) |   |                |

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all Facilities and Safety (F&S) employees responsible for awarding projects to Continuing Services Professionals previously selected through a qualifications process for the University of Central Florida (UCF).

**POLICY STATEMENT:**

UCF F&S will comply with Florida Statute (F.S.) 287.055, Consultants’ Competitive Negotiation Act, while it is in force and effect for state universities.

**DEFINITIONS:**

Professional Services – architectural, professional engineering, landscape architectural, or registered surveying and mapping services

Quality Management & Improvement (QMI) Director – the person whose role is to ensure Quality Assurance, Quality Control, and internal compliance within F&S

**PROCEDURES:**

The department director, based upon written justifications and recommendations from the project manager, will select the most qualified professional for a project, considering such factors as the ability of the professional’s personnel; whether the firm is a certified minority business enterprise or Service Disabled Veteran-Owned Small Business; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by UCF, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most qualified firms. The project manager will obtain written approval of the selection and keep the approval in the project file.

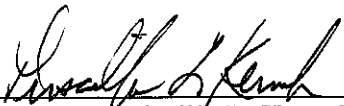
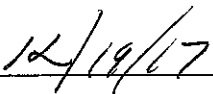
UCF will negotiate a contract with the most qualified firm for professional services at a compensation which UCF determines is fair, competitive, and reasonable. In making such

determination, UCF will conduct a detailed analysis of the cost of the professional services required, in addition to considering the scope and complexity.

For any lump-sum or cost-plus-fixed-fee professional service contract over F.S. 287.014 Category IV, UCF will require the firm receiving the award to execute a truth-in-negotiation certificate, stating that wage rates and other functional unit costs supporting the compensation are accurate, complete, and current at the time of contracting.

Should UCF be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price UCF determines to be fair, competitive, and reasonable, negotiations will be formally terminated, and UCF will undertake negotiations with the second most qualified firm. Failing accord with that firm, UCF will formally terminate that negotiation and proceed to negotiations with the third most qualified firm.

At least annually, the F&S QMI department will review selections made during that period to ensure that these procedures have been followed. Any oddities in selections may result in disciplinary action for UCF employees and termination of continuing services contracts with the professional firms involved.

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| Approved By:  | Date Approved:   |
| <br>Priscilla L. Kernek<br>Associate Vice President<br>Administration and Finance<br>Facilities and Safety |  |

### Revision Log

| Version | Description of Changes  | Date    |
|---------|---|---------|
| 0       | Original approved version   | 6/2014  |
| 1       | Updated to include "QM&I Director" language                                 | 7/2016  |
| 2       | Minor updates by Bill Martin re: documenting written approval for selection | 12/2017 |
|         |   |         |