

SUBJECT: Award of Projects Among Continuing Services to Professionals	Effective Date: 3/1/21	Policy Number: FSP 2014 FPC0007	
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	Responsible Authority: 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.

POLICY STATEMENT:

F&S will award projects to Continuing Services Professionals in a way that ensures the best value to the university based on quality, cost and schedule.

DEFINITIONS:

Continuing Service Professional (CSP). An architect, engineer, or other professional who has an active contract for continuing professional services with the university.

PROCEDURES:

The UCF Project Manager or Planner will make a recommendation to his or her department management on the most qualified Continuing Service Professional for a given project. Factors to consider include the ability of the professional’s personnel, ability to meet time and budget, and past performance on similar projects. For Facilities Planning and Construction, the recommendation must be submitted and approved through the eBuilder Project Charter process.

Upon management approval, the Project Manager or Planner will request a proposal from the approved CSP, and review to ensure it is fair, competitive, and reasonable, and includes the required project scope.

Should UCF be unable to negotiate a fair, reasonable price with the approved firm, negotiations will be terminated. The Project Manager or Planner will then make a recommendation on the second most qualified firm, and follow the same process.

Approved By:

Date Approved:



3/1/2021

Duane Siemen
Interim Associate Vice President
Administration and Finance
Facilities and Safety