

ASOTIN COUNTY PUBLIC FACILITIES DISTRICT

RESOLUTION NO. 20-01

**A RESOLUTION OF THE ASOTIN COUNTY PUBLIC FACILITIES DISTRICT
ADOPTING A DISTRICT POLICY ON SELECTION OF SERVICE PROVIDERS**

WHEREAS, the Asotin County Public Facilities District ("District") is generally authorized to enter into contracts and agreements for services under RCW 36.100.180; and

WHEREAS, RCW 36.100.180 requires the District to meet certain general procedural requirements as part of the selection of service providers for the District; and


WHEREAS, the District in any event desires to ensure an open and competitive process when it undertakes selection of service providers,

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Directors of the Asotin County Public Facilities District, that the Policy for Selection of Service Providers that attached hereto as Exhibit A and incorporated herein is approved and attached;


ADOPTED by the Board of Directors of the Asotin County Public Facilities District at a regular open meeting thereof this 10 day of August 2021.




Connie Morrow, President



Doug Higgins, Member



Cassandra Groseclose, Member



Brady Arnone, Member

Vacant Chair, Member



ATTEST: Amanda Armel, Clerk

ASOTIN COUNTY PUBLIC FACILITIES DISTRICT

POLICY NO. ____

Title: PROCEDURES FOR CONTRACTING WITH PERSONAL SERVICE PROVIDERS

1. Purpose

The purpose of this Policy is to establish standards and procedures for selection of Asotin County Public Facilities District (hereinafter "District") personal service providers in compliance with RCW 36.100.180 and other applicable law.

2. Policy Statement and Scope

It is the policy of the District to use a competitive process when securing services which provide an equal and open opportunity for qualified applicants to be considered. The provisions of this Policy do not apply to contracts for architectural or engineering services as defined and governed by RCW 39.80 *et seq.*

3. Procedures and Standards for Contracts

The selection of service providers shall be made by the District using the following competitive procedures:

a. Advisory Committee. The District Board of Directors shall form and authorize a selection advisory committee of no less than three members. Said advisory committee shall be made up of District board members and optionally other persons at the Board's discretion.

b. Request for Proposal. The District, in consultation with the selection advisory committee, shall prepare a Request for Proposal (RFP) outlining the services required, the requirements of the task, the criteria for selection, the minimum contract period, and other selection information and data required of the proposal.

c. Notice. The District shall publish notice in The Lewiston Tribune inviting persons and firms to respond to the RFP. Said notice must be published a minimum of ten calendar days in advance of the deadline for submission of the RFP. The District may also take reasonable steps to identify firms or individuals who are potential candidates, notify them of the RFP, and invite them to apply.

d. Criteria. The following criteria shall be used in the selection process in addition to other relevant criteria appropriate to the particular service:

- 1) Ability and Capacity to perform the service;
- 2) Experience and reputation of the firm and/or the assigned individual(s);
- 3) Quality of previous performance with other clients;
- 4) Proposed fees and costs;
- 5) Responsiveness to solicitation requirements and time limitations;
- 6) Compliance with statutes and requirements relating to contracts and services; and
- 7) Ability of the firm to begin the work and to complete the work on time within the budget and contracted amount.

e. Evaluation of Proposals. The selection advisory committee shall review, evaluate, and rank the proposals in accordance with the established criteria. In addition to evaluating the proposals by the established criteria, the committee may consider such other information as may be obtained during the evaluation process related to a proposer's qualifications and experience. The process may include interviews with finalists, oral presentations, and site visits. The committee shall report its recommendations to the District Board.

f. Selection and Negotiations. The District shall carefully consider the recommendations of the Advisory Committee and enter into contract negotiations with the selected top-ranked proposer identified in the selection process.

g. Contract Terms. The contract to be negotiated with the selected firm or individual shall include, among other things, the following:

- a. A written description of the purposes of the contract and the services to be provided, the payment terms, the responsible person for each party, and the contract period.
- b. A provision specifying that all applicable federal, state, and local laws and regulations shall be observed.

h. Approval of Contract. Upon completing negotiations and before the District is authorized to enter into the services contract, the proposed contract shall be presented to the District Board for approval at the District Board's next scheduled meeting. Upon approval by the District Board, the District may execute the negotiated contract with the selected firm or individual.

4. Emergency

In the event of an emergency as defined in RCW 39.29.006 that reasonably requires immediate action, the District Board through its President, or if unavailable its Vice President, may authorize departure from these requirements, as is consistent with applicable law.

5. Sole Source

In the event that the services sought can only be obtained from a single source as defined in RCW 39.29.006, then the District Board shall make a formal written finding stating the factual basis for the exception and the solicitation requirements of this section do not apply.

6. Contract Amendments

Amendments to existing service contracts are exempt from these requirements.