

School Board

Administrative Procedure - Qualification Based Selection

The following procedures are used to implement the statutory requirements for procuring of architectural, engineering, and land surveying services needed.

An annual notice shall be published by the District in the local and area newspapers requesting statements of qualifications and performance data from persons and/or firms engaged in architectural, engineering, or land surveying services. Statements shall be received by the District between January 1 and March 1.

When an upcoming project requiring services is approved by the School Board, notices of the project will be mailed to those persons and firms who have current statements of qualifications and performance data on file. In addition, the project may be advertised in the local and area newspapers. A description of the project will be given to the School Board.

The Superintendent, the Business Manager, and the Board President will serve as an evaluation committee and will evaluate the persons or firms who submit a statement of interest. The committee will submit its report and recommendations to the School Board.

On the basis of the committee's recommendation and the School Board's review and discussion, no less than 3 persons or firms, who would be most qualified to provide services for the project, will be selected and ranked in order of their qualifications.

The Superintendent and/or Business Manager will prepare a written description of the scope of the proposed services to be used by the District as a basis for negotiations with the person or firm. The description of the project shall be given to the highest-ranked qualified person or firm.

The Superintendent and/or Business Manager will negotiate the scope of the services and compensation with the highest-ranked qualified firm. The District and person or firm will determine a mutually agreeable time period for negotiating and the schedule will be announced by the Superintendent and/or Business Manager.

If the District is unable to reach agreement on a contract with the highest-ranked qualified person or firm, negotiations will terminate with the person or firm. The Superintendent and/or Business Manager shall then proceed to negotiate with the person or firm ranked next in qualifications. The District and person or firm shall determine a mutually agreeable time period for negotiating and the schedule will be announced by the Superintendent and/or Business Manager.

If the District is unable to negotiate a satisfactory contract with any of the 3 originally selected firms, the District will re-evaluate the services requested and compile a second list of not less than 3 qualified persons or firms and continue the process.

Criteria for Ranking Persons or Firms

Qualifications to be considered in ranking persons or firms may include, but not be limited, to:

- ability,
- past record and experience,
- performance data,

- acceptance of District's time and budget requirements,
- location of person's or firm's administrative offices,
- person's or firm's credit rating,
- person's or firm's financial stability,
- reputation, or
- technological resources.

LEGAL REF.: 40 U.S.C. § 541.
50 ILCS 510/1 et seq.
105 ILCS 5/10-20.21.

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