

Appendix Z: Administrative Directive #CS-22

HILLSBOROUGH COUNTY
Office of the County Administrator

ADMINISTRATIVE DIRECTIVE # CS-22

SUBJECT: NEGOTIATION OF CONTRACTS PURSUANT TO THE “CONSULTANTS’ COMPETITIVE NEGOTIATION ACT (CCNA-F.S.287.055)” REQUIREMENT FOR WRITTEN DEPARTMENTAL PROCEDURES FOR DETERMINING FAIR, COMPETITIVE AND REASONABLE COSTS

EFFECTIVE DATE: August 4, 2008

REVIEW DATE: August 4, 2011

SUPERSEDES: NEW

Authority:

As a result of the requirements of Section 287.055, Florida Statutes, known as the “Consultants’ Competitive Negotiation Act” (CCNA), Hillsborough County must, for each solicitation of professional services, negotiate a contract with the most qualified firm at a rate of compensation which the County determines is fair, competitive, and reasonable. In making such determination, the County is required to conduct a detailed analysis of the cost of the professional services necessary in addition to considering their scope and complexity.

Purpose:

The purpose of this Administrative Directive is to establish a uniform, County-wide policy for all Departments engaged in negotiating consultant fees for County contracts under the Consultants’ Competitive Negotiations Act (CCNA), and for ensuring that fair, competitive and reasonable fees are negotiated for such contracts.

Definitions:

Consultant – an individual, firm, partnership, corporation, association or other legal entity permitted by law to practice architecture, engineering, or surveying and mapping in the State of Florida

CCNA – Florida Statute 287.055 Consultants’ Competitive Negotiation Act

Negotiate – to conduct legitimate, arms length discussions and conferences to reach an agreement on a term or price. Pursuant to CCNA, the term does not include presentation of flat-fee schedules with no alternatives or discussion.

Applicability:

CCNA process applies to Hillsborough County during the selection of consultants to provide professional services for architecture, engineering, or surveying and mapping.

This Directive is applicable to all contracts that qualify under CCNA, whether Miscellaneous (continuing) contracts or “stand-alone” contracts.

This Directive is not applicable to design-build contracts under County’s Design-Build Ordinance (Ordinance No. 89-38 as amended by Ordinance 92-39)

