

# POLICY DJB

## Board of Education Las Cruces Public Schools

**Related Entries:** DJB-R, DJ, DJ-R, DJA, DJA-R  
**Responsible Office:** Chief Financial Officer

### Procurement of Professional Services

#### I. PURPOSE

The purpose of Policy DJB is to ensure that LCPS procurements of professional services meet the needs of the department that will use the services, while also complying with LCPS procurement policies and regulations.

#### II. BACKGROUND

- A. Professional services are closely tied to the needs of the Using Department. Input by the Using Department in the procurement process best ensures that the services meet the department needs. It is within the purview of the New Mexico Procurement Code to allow the Using Department to participate in the procurement process.
- B. All District procurement policies, regulations and guidelines shall be in compliance with applicable federal, state or local statutes.

#### III. DEFINITIONS

- 1. *“Using Department”* means the District department that will use the procured services and includes the Board of Education.

#### IV. POSITION

- A. Purchases of professional services shall be effected by competitive sealed proposals when required, pursuant to the Procurement Code, Sections 13-1-111 through 13-1-117.
- B. The central purchasing office shall promulgate and administer purchasing regulations and procedures to implement the competitive sealed proposal method.
- C. At a minimum, the regulations and processes shall:
  - 1. allow the Using Department to specify, in conjunction with the Purchasing Director, the factors to be used in evaluating proposals, including the relative weight assigned to the factors.
  - 2. require award of the contract to the responsible proponent whose proposal is most advantageous to the District, based on the final totals of the evaluation factors. Price is not the sole evaluation factor, and therefore, the award may not necessarily be made to the proponent with the lowest and best price.
  - 3. allow the Using Department to have a representative on the selection committee, so long as the Purchasing Director does not

determine that doing so would create a conflict of interest or violate the Procurement Code.

**V. REVIEW**

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.

*Maurice A. Flaes*

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*Board of Education, President*

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April 18, 2017

*Date*

**History:** New Policy, 04.18.17

**Legal Ref:** NMSA 1978, § 13-1-111 through 13-1-117