



BEAR VALLEY COMMUNITY SERVICES DISTRICT

POLICY TITLE: Employment of Outside Contractors and Consultants

POLICY NUMBER: 2120

ADOPTED: February 26, 2026

This policy covers the purchase of services and not construction projects covered by the Public Contract Code, goods, or supplies. Those matters are addressed in other policies of the District: District Code section 1-8-7, Credit Card Use 2115, Purchasing Goods and Supplies 2135, and Procurement Procedures for Federal Awards 2165.

It shall not be permissible to split any purchase activity into smaller orders or projects for the purpose of evading the dollar limits established by this Policy. Purchase limits are per vendor per fiscal year for all purchasing activities.

2120.1 Low-Cost Purchases (less than \$5,000)

To purchase services that cost less than \$5,000, contractors or consultants will be asked to submit pricing information by telephone or written quote. The District will issue service agreements to the selected contractor or consultant that meets the District's needs. Service agreements must be signed by the General Manager.

2120.2 Medium-Cost Purchases (\$5,000 - \$25,000)

To purchase services that cost more than \$5,000 and up to \$25,000, written quotations will be solicited from contractors or consultants. Quotations will be solicited from at least three sources before selecting a contractor or consultant. Services must be purchased with a service agreement signed by the General Manager.

2120.3 High-Cost Purchases (more than \$25,000)

To purchase services that cost more than \$25,000, the District will publish a requests for proposals (RFP). Proposals will be evaluated based on the parameters outlined in the RFP. The selected proposal will be presented to the Board of Directors for approval. If approved, the District will execute a service agreement signed by the General Manager. Contracts should not exceed five years unless a special exception is identified and approved by the Board of Directors in advance.

2120.4 Selection

The General Manager and/or Board of Directors will make their decision based on the contractor's or consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete, and applicable cost estimate for their services that will be used in their evaluation in the selection process. Consultants for engineering, architectural, and other professional services shall be evaluated based upon qualification and not on cost of services per state law.

2120.5 Change Orders

Change orders for the purchase of services covered by this policy may be approved by the General Manager if they meet one of the following conditions.

- a. The change order does not increase the total contract amount above \$25,000.
- b. The original contract amount was 1) more than \$25,000, 2) was approved by the Board of Directors, and 3) the change order amount is not more than 10% of the original approved contract amount.

2120.6 Conflict of Interest

Every person involved in the solicitation, selection, and approval of consultants shall comply with applicable conflicts of interest laws, including Government Code section 1090, the Political Reform Act of 1974 as amended, renumbered, or recodified from time to time, and the District's conflict of interest code.