Selection of Provider of Professional Services

Fargo Public Schools shall select a person or firm to provide professional services to the district when it is deems necessary. Professional services shall include legal, audit, architectural, engineering, construction management, and consultant services. Such selection will be conducted within the parameters specified in NDCC governing bidding requirements referenced in AP 3210 and AP 3211.

Selection criteria shall include but not be limited to:

- Professional qualifications necessary for satisfactory performance of the required service.
- Specialized experience and technical competence in the type of work required.
- Capacity to accomplish the work in the required time.
- Past performance on projects of similar scope and nature in terms of cost control, quality of work, and compliance with performance schedules and standards.
- Location of the Firm relative to where the project services will be performed and/or pertinent knowledge of the project area.
- Proposed fee schedule based on fair and reasonable compensation for services to be performed.
- Previous work experience with the Fargo Public Schools or other governmental agencies.

Specific selection criteria shall be developed in coordination with the Business Manager when the Board desires to secure professional services.

Selection shall not be limited to local firms, but all local firms able to supply the professional services required shall be given an opportunity to express their interest in providing services.

The President of the Board may appoint a liaison or a committee to review the proposals of interest submitted with the administration. The administration and any designated Board Member shall review the proposals of interest received and based upon the selection criteria noted above, shall select the most qualified firms for consideration by the Board. These candidates may be asked to make a formal presentation before the administration and Board liaison and/or the Board to facilitate final selection.

The selected service provider may be chosen for one specific project, as in the case of an architect, or may serve for a designated period.

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