Professional Services Authorization Request Form

The approval of the Deputy Director is required prior to advertisement or dissemination of Requests for Qualifications (RFQ) and/or Requests for Proposals (RFP). This requirement is intended to assure coordination with the Directors Office on matters of consulting services.

PROJECT:	**PROJECT NO.:**

DESCRIPTION OF SERVICES:

CONTRACT COST ESTIMATE:	**AVAILABLE FUNDING:**	**FUNDING SOURCE(S):**	**PROJECTED TIME FRAME:**

PROPOSED SELECTION PROCESS:	**METHOD OF NOTICE:**	**TYPE OF CONTRACT:**
☐ **RFQ**	☐ **NOTICE WILL BE ADVERTISED**	☐ **ACTUAL COST PLUS FIXED FEE**
☐ **RFP**	☐ **ONLY DISTRIBUTED TO PRE-DEFINED LIST**	☐ **COST PER UNIT OF WORK**
☐ **SOLE SOURCE**		☐ **SPECIFIC RATES OF COMPENSATION**
		☐ **LUMP SUM**
☐ **OTHER** _____	☐ **OTHER** _____	☐ **OTHER** _____

PROPOSED SELECTION TEAM MEMBERS: (MIN 3 MEMBERS) Include name of Agency if other than County

_____ _____ _____

_____ _____ _____

SUBMITTED BY:		**APPROVAL:**	
CONTRACT ADMINISTRATOR	DATE	DEPUTY DIRECTOR OF TRANSPORTATION	DATE

INSTRUCTION FOR PROCESSING: Contract Administrators forward this form to the Deputy Director for review and approval prior to soliciting consultant services. If approved, the form is returned to the Contract Administrator and fyi copies are forwarded to the Director and the TLMA Purchase Agent.