

Small Business Enterprise Consultant Competitive Negotiation Act (CCNA) Program Standard Operating Procedures

I. CCNA Compliance

The purpose of this procedure is to qualify and certify Small Business Enterprise consultants and to ensure Pinellas County's compliance with Section 287.055 Florida Statutes known as the "Consultants" Competitive Negotiation Act" (CCNA). CCNA establishes contracting procedures by which counties can select architects, professional engineers, landscape architects, or registered surveyors and mappers.

II. Purpose

The Small Business Enterprise Program (SBE Program) is non-specific to gender or race providing opportunities for small businesses meeting the following requirements to participate in the market created by Pinellas County Government. The SBE Program has a sheltered market component for engagements up to \$100K.

To ensure greater utilization of certified Pinellas County SBEs, the Purchasing and Risk Management Division has qualified a pool of certified SBE Consultants for CCNA engagements below the \$100K sheltered market threshold.

Qualified SBE's will be placed on a list for engagements less than \$100K and utilized by County departments based on the firm's area of expertise and qualifications.

III. Advertisement

Request for Letters of Interest were advertised to invite all potential professional services firms. The firms must meet the criteria of the Pinellas County Economic Development Small Business Program as follows:

- a. The business must be in Pinellas, Hillsborough, Pasco, or Manatee counties.
- b. The number of employees must not exceed 50 full-time employees.
- c. A firm's Annual Sales may exceed the maximum 3-year average gross revenues of \$3 million for businesses providing selective goods and services or gross revenues not exceeding \$8 million for construction service providers.

IV. SBE Certification

If Consultants are not an existing certified SBE, they must be registered and certified with the Pinellas County Economic Development Small Business Program Management System at <https://pinellascounty.sbecompliance.com>.

Consultants SBE certifications are effective for a period of 3 years from the date of notification of certification or following completion of the re-certification procedure. Notices are sent by email 90 days, 60 days, and 30 days prior to expiration. It is the responsibility of the consultant to update their information and renew their certification at the end of the term.

V. Application for Certification

Interested Consultants must submit the application requirements as instructed in the advertisement.

Application shall include the following information:

- a. Letter of Interest by corporate office or principal of the firm.
- b. Professional Consultant Certification Form to delineate each service a firm offers.
- c. Standard Form (SF) 330 –Part I and II,
- d. Pinellas County Small Business Enterprise (SBE) certificate
- e. Copy of professional licenses and certifications
- f. Copy of Certificate of insurance

VI. Professional Services

Applications from firms with professional expertise in the following areas.

Qualified SBE's will be placed on a qualified list for engagements less than \$100K and utilized by County departments based on the firm's area of expertise and qualifications.

Professional Expertise

Engineering Services
Civil
Drainage
Electrical
Environmental
Geotechnical
Hazardous
HVAC
Hydrogeological
Mechanical
Plumbing
Roadway
Solid Waste
Structural
Surveying
Transportation/Traffic
Utilities
Waste

Other Professional Services

Architectural
Coastal Management
Construction Management Services
Landscape Architect
Mapping/GIS Services
Planning Services
Other

VII. Requesting Department Responsibilities

Visit the Purchasing Intranet for listing of pre-qualified firms. Departments will choose a firm based on firm's area of expertise and qualifications.

The Department should draft the scope of services for services needed. The scope of services should be sent to Risk Management for insurance requirements that will be an exhibit in the Work Assignment.

The Department should schedule a pre-Work Assignment conference with the firm to ensure all interested parties have initial input into the project. The department will negotiate lump sum cost, and scope of services. Ensure that the vendor is given the insurance requirements at the conference so they can include cost of insurance in their lump sum.

Work Assignment scope of services shall not exceed the \$100,000 threshold. Change orders are prohibited that will cause the Work Assignment to exceed the \$100,000 threshold.

Once the final Work-Assignment is drafted with full agreement by the County Department, the Consultant and authorized staff member will sign and submit to Purchasing as an attachment to a requisition.

VIII. Contract Administration

The Requesting Department is responsible for all Contract Administration:

- a. Receive, Review and File all Observation/Site Visit Reports & Progress Meeting Minutes received from the Inspector/Project Manager.
- b. Review Contract File Continuously throughout Project.
- c. Report any Concerns on Performance Promptly to the Contractor.
- d. Maintain the Certificate of Insurance compliance throughout contract term, with assistance from Risk Management.
- e. Submit Performance Review Form upon completion of each work assignment.

IX. Purchasing Responsibilities

- a. SBE
Certification shall be effective through the expiration of the existing Pinellas County SBE certification. The Lead Procurement Analyst will maintain the pool of certified firms and the SBE status.
- b. Contract Number
Will assign a contract number for tracking purposes.
- c. Insurance
Will request insurance certificate from consultant and submit to Risk Management before approval of a staff report or purchase order issuance.