

The Idaho Department of Fish and Game considers the following document to be an agency guidance document for purposes of Idaho Executive Order 2020-002. The guidance document is not new law; it is the Department's interpretation or implementation of existing law.

Department Point of Contact (to obtain additional information or provide input):

Deputy Director, Programs and Policy
Idaho Department of Fish and Game
P.O. Box 25
Boise, ID 83707
Phone: (208) 334-3771
Email: rules@idfg.idaho.gov



**HIRING CONSULTANTS
PROCEDURE NO.: ENG-2.0**

Revision Date: February 2020

HIRING CONSULTANTS (Professional Services – engineering, architecture, landscape architecture, construction management, and land surveying) Title 67-2320 and Title 54 chapters 3, 12, 30, and 45. All other professional services solicitations will be handled through the IDFG Purchasing Section. The consultant shall be licensed to do business in the State of Idaho.

All Hiring of Consultants shall be coordinated and processed by the Engineering Bureau. Please submit an approved BA-1 identifying the project scope, PCA, Activity/Species and other useful information such as the project solicitation.

All solicitations will be based on a qualifications based selection process. Use a two phase approach – Phase 1 to require qualifications (To be ranked); and Phase 2 to be price negotiation with the highest qualified firm.

A. LESS THAN \$25,000 – Idaho Statute 67-2320

No formal requirements – use best management practices. Generally will solicit a qualification from three (3) professional consultants unless there is justification to go with less than three (3). If receiving qualifications from less than three – provide a written justification in the project file.

After selecting the most qualified firm – enter in to negotiations for cost. Generally a rate sheet and a not to exceed proposal is needed.

Will need:

- Statement of qualifications, including ranking
- Proposal including scope and cost
- Certificate of Liability Insurance (if required)
- Certificate of Workers Compensation Insurance (if required)
- Professional Services Agreement

Engineering Bureau to assign an Engineering Purchase Order (EPO) and keep a file for project.

B. \$25,000 - \$100,000 (INFORMAL) – Idaho Statute 67-2320

Similar to Public Works Contracting in that:

1. Solicit Statement of Qualifications from a minimum of three (3) professional consultants. If time allows – advertise similar to FORMAL process below.
2. Solicitation to identify a date and time for Statement of Qualifications to be submitted to IDFG.
3. Establish and make available to the consultants the criteria and procedures used for the selection process.



**HIRING CONSULTANTS
PROCEDURE NO.: ENG-2.0**

4. Select the person(s) or firms whom IDFG determines to be the best qualified.
5. Negotiate with the highest ranked person(s) or firm for a contract or agreement to perform such services at a price determined by IDFG to be reasonable and fair.
6. When unable to negotiate with the highest ranked person(s) or firm, formally terminate negotiations and undertake negotiations with the next highest ranked person(s) or firm.

Will need:

- Statement of Qualifications including ranking
- Certificate of Liability Insurance (if required)
- Certificate of Workers Compensation Insurance (if required)
- Professional Services Agreement
- Certificate of Professional Liability Insurance (if required)

Engineering Bureau to assign an Engineering Purchase Order (EPO) or DFG number and keep a file for project.

C. OVER \$100,000 (FORMAL) – Idaho Statute 67-2320

Advertise similar to a Formal Public Works Construction Project:

1. Advertise two (2) notices soliciting Statement of Qualifications shall be published in the official newspaper of the political subdivision. The first notice shall be published at least two (2) weeks before the date for receiving Statement of Qualifications, with the second notice to be published in the succeeding week at least seven (7) days before the date that the Statement of Qualifications are scheduled to be received.
2. The solicitation shall identify a date and time for Statement of Qualifications to be submitted to IDFG.
3. Establish and make available to the consultants the criteria and procedures used for the selection process.
4. Select the person(s) or firms whom IDFG determines to be the best qualified.
5. Negotiate with the highest ranked person(s) or firm for a contract or agreement to perform such services at a price determined by IDFG to be reasonable and fair.

When unable to negotiate with the highest ranked person(s) or firm, formally terminate negotiations and undertake negotiations with the next highest ranked person(s) or firm.

Will need:

- Statement of Qualifications including ranking



IDAHO DEPARTMENT OF FISH AND GAME

HIRING CONSULTANTS PROCEDURE NO.: ENG-2.0

- Certificate of Liability Insurance (if required)
- Certificate of Workers Compensation Insurance (if required)
- Professional Services Agreement
- Certificate of Professional Liability Insurance (if required)

Engineering Bureau to assign an Engineering Purchase Order (EPO) or DFG number and keep a file for project.