


PROCUREMENT DIRECTIVE NUMBER 002
ACQUISITION OF PROFESSIONAL SERVICES

The purpose of this directive is to augment and clarify the intent of Horry County Procurement Regulation in regards to procurement of Professional Services (reference to be made to Chapter Ten - Acquisition Methods - Tier Three; Subchapter 10-2 - Small Purchase Procedures). The following is applicable:

1. "Professional Services" are services provided by persons with technical and unique skills, developed through training and experience, which are to fulfill **non-repetitive** requirements. Procurement of professional services, as described herein, is authorized when County departments have such needs and County funds have been budgeted. When budgeted funds are grant or federal funds, the procurement requirements for professional services will be dictated by those funding agencies.
2. The preferred and customary selection of professional services is through negotiations based on qualifications of the person or firm. Horry County Procurement Regulation, Chapter Ten, Acquisition Method-Tier Three, paragraph 10-2-2 provides for small purchase procedures to be used for professional services requirements up to \$75,000 per transaction. Since the selection of professional services is negotiation based on qualifications for the particular need, obtaining multiple quotes as required by Procurement Directive Number 001 is not mandated but encouraged whenever practical.
3. After the selection decision and written record of the selection process has been accomplished by the Purchasing Agency, the form of agreement can be either a Purchase Order or County Contract For Professional Services. Either Document must incorporate a specific scope of work. For any agreement that exceeds \$10,000, the purchase order or contract file must be documented by the Purchasing Agency as to how the price was determined to be fair and reasonable.
4. Requirements for professional services exceeding \$75,000 must be processed in accordance with Horry County Procurement Regulation, Chapter Eleven, Acquisition Methods-Tier Four (Negotiated Procurements). The Purchasing Agency must contact the Procurement Department in these cases.

This Procurement Directive remains in effect until superseded or rescinded in writing.

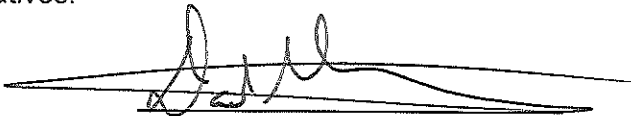
Recommended by Director of Procurement/Chief Procurement Official:


Kimberly Massie, CPPB


Supported by Horry County Executives:



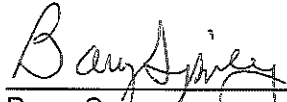
Arrigo Carotti
County Attorney



David Gilreath
Assistant County Administrator/
Infrastructure & Regulation

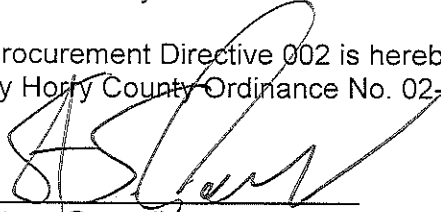


Randall Webster
Assistant County Administrator/
Public Safety



Barry Spivey
Assistant County Administrator/
Administration

Procurement Directive 002 is hereby approved by County Administrator, as authorized
by Horry County Ordinance No. 02-10, superseded by Resolution R-101-2021:



Steve Gosnell
County Administrator/Chief Procurement Official