

## **Professional Services Procurement Procedure**

Summary: This procedure outlines the process by which the CCLT Board will procure professional services to assist with maintaining its on-going operations. Professional services include accounting, legal and insurance.

1. The CCLT shall adhere to purchasing limit thresholds as outlined in the CCLT's purchasing procedures for on-going professional services according to annual costs.
2. Accounting, legal, engineering and other professional services agreements shall in general be reviewed and considered for continuation at the CCLT's regularly scheduled annual meeting held each December.
3. In general, the CCLT will enter into a 1-year service agreement for legal and professional services with an option to extend for a period of four additional years, or five total. The CCLT shall re-bid professional services leading up to the end of the 5-year period, or at such a time deemed necessary.
4. The CCLT shall review its annual insurance coverages and costs no later than the CCLT's regularly scheduled annual meeting held each December, or in alignment with insurance policy end and begin dates.