Policy Title: Continuous Professional Service Contracts

Impact: North Idaho College

Responsibility: North Idaho College

Effective Date: 12/20/1990

Revised Date: 12/18/2024

Reviewed Date: 12/18/2024

Relates to Procedure(s): N/A

Legal Citation(s): Idaho Statues 67-2320, 67-2803, 67-2806

I. Policy for Awarding Continuous Professional Service Contracts

The North Idaho College Board of Trustees has determined that it is in the best interest of the College to contract for some professional services for a period of longer than one year. Examples of such services are: (a) banking, (b) attorney, (c) architect, (d) auditor, (e) insurance. However, it is also believed that different vendors for these services should periodically have opportunities to present proposals for providing such services to insure the efficient and wise use of college funds. It is further understood that if it is determined that services are unsatisfactory, that a request for proposals can be initiated at any time. Any service contract covered under this policy may be terminated by the Trustees with a ninety (90) day written notice.

The Administration will establish an ad hoc committee consisting of no less than three college employees in the field(s) covered by the desired service. The committee will publish two (2) notices soliciting bids at least two (2) weeks before the date for the opening bids, with the second notice to be published in the succeeding week at least seven (7) days before the date that bids are scheduled to be opened per Idaho Statute 67-2806. The committee will review the proposals received and make written recommendations to the President. The President will forward a recommendation to the Board of Trustees for Board approval of proposals costing over $150,000 annually unless otherwise restricted by Idaho statute.

II. Definitions to Be Used in the Interpretation of this Policy

1. PROFESSIONAL will mean those services conforming to the standards of a professional determined through prolonged and specialized intellectual training that enables a particular service to be rendered, licensure, or uniqueness of the service. The word “professional” implies professed attainments in special knowledge as distinguished from mere skills.

2. CONTINUOUS will mean a period of more than one year during which services are provided.

3. SERVICE will mean actions, words, or benefits accrued to North Idaho College as the result of an individual’s or firm’s efforts.