



*CITY OF GRAND RAPIDS*

# ADMINISTRATIVE POLICY

NUMBER: 95-01	DATE: 1/31/95
REVISIONS:	
ISSUED BY: City Manager	SIGNED <i>W. M. F. - K. M. Ball</i>

**SUBJECT: CONTRACTS FOR CERTAIN SERVICES**

**PURPOSE:** To establish a procedure for awarding contracts for individual personal services.

**POLICY:**

Award of contracts for individual personal services shall be made by the City Commission upon recommendation of the City Manager. Consultants to be awarded such contracts shall be selected by the City Manager based on an evaluation of the City's particular need for such services, the qualifications of the pool of the candidates available to provide such services, the relative costs, and other factors deemed relevant by the City Manager. The pool of candidates may be identified and/or selected by whatever means the City Manager deems will best serve the City's particular needs. The candidates may be evaluated and selected based on written proposals, on education and experience, on oral interviews, or by a combination of these or other methods as determined by the City Manager as being most appropriate and best meeting the City's needs in particular circumstances. The services to be covered by this policy shall include but not be limited to the following: Crime Prevention Organizer Services, Neighborhood Service Center Coordinator Services, Neighborhood Service Center Program Coordinator Services, Planning Commission Recording Secretary Services, and similar kinds of services.

All person awarded individual personal services contracts shall enter into written contracts drafted or approved by the City Attorney.