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# MEMORANDUM

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Date: November 5, 2009

To: Tom Ward, Chair  
Pima County Small Business Commission

From: C.H. Huckelberry  
County Administrator

Re: Review and Recommendations Regarding Local Business Contracting, Particularly as it Relates to Professional Services

Pima County's procurement process is rigorously defined in the Pima County Code and provides that services, materials and products, in particular professional services, be acquired on a most qualified basis at a fair cost to the taxpayer. Recently, there has been some concern expressed regarding large national firms or corporations receiving professional services work at the expense of local firms or companies. The Board of Supervisors recently requested that the Pima County Small Business Commission (Commission) review this matter, hear testimony, and make recommendations, if you believe it is appropriate.

I would suggest the following:

1. Become familiar with Pima County's ordinances and Code as they relate to the procurement process. The Procurement Director, George Widugiris, will make himself and appropriate staff available to provide the Commission with information regarding how professional services are procured by the County, including current examples of such procurements.
2. Hold hearings to gather input from interested parties. I would suggest that the Commission set and hold at least one, perhaps several, public meetings/hearings to gather input and testimony from individuals who have an interest in this matter, including locally-owned professional service firms and corporations within Pima County, as well as those that have a national affiliation. I would also ask that you include and take testimony from professional organizations that may represent many of these firms or corporations, including but not limited to, the American Council Of Engineering Companies (ACEC) of Arizona; the American Institute of Architects (AIA), Southern Arizona Chapter; and the Appraisal Institute, Southern Arizona Chapter.

**Mr. Tom Ward**

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3. Determine when modifications, if any, should be made that would address the issues identified and assure compliance with procurement law in Arizona.

I appreciate your time and effort regarding this issue. I believe it is an important community matter that requires review and consideration during this time of economic turmoil. It is important that the County provide appropriate support to the local business community, as well as achieve our goal of hiring the most/best qualified professionals to provide services to the public at a fair price to our taxpayers.

CHH/mjk

- c: **The Honorable Chairman and Members, Pima County Board of Supervisors  
Members of the Small Business Commission  
Tom Moulton, Small Business Commission Coordinator and Economic Development  
& Tourism Director  
John Bernal, Deputy County Administrator for Public Works  
George Widugiris, Procurement Department Director**