

**PURCHASING OF PROFESSIONAL SERVICES, PURCHASING OF ARCHITECTURE AND  
ENGINEERING SERVICES PROCEDURES, SECTION III.D.3. – NOTICE AND COMMENT**

The Board of Trustees revised Section III.D.3. of the Lone Star College District Policy Manual on **February 2, 2017**. The Purchase of Architecture and Engineering Services Procedures were last updated on **October 30, 2017**. The notice and comment period for the procedures was open to the public from **September 20, 2017, through October 20, 2017**. The procedures were posted for public comment at <http://www.lonestar.edu/proposed-policies.htm>. Commenters could anonymously submit comments to [LSC-PolicyFeedback@lonestar.edu](mailto:LSC-PolicyFeedback@lonestar.edu) and [LSC-ProcedureFeedback@lonestar.edu](mailto:LSC-ProcedureFeedback@lonestar.edu). We received no comments on these procedures.

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**PURCHASING OF PROFESSIONAL SERVICES POLICY AND PROCEDURES,  
SECTION III.D.3. – NOTICE AND COMMENT**

The Board of Trustees revised Section III.D.3. of the Lone Star College District Policy Manual on **February 2, 2017**. The notice and comment period for the policy was open to the public from **October 17, 2016, through November 16, 2016**. The procedures were last updated on **March 30, 2017**. The notice and comment period for the procedures was open to the public from **November 18, 2016, through December 18, 2016**. The policy and procedures were posted for public comment at <http://www.lonestar.edu/proposed-policies.htm>. Commenters could anonymously submit comments to [LSC-PolicyFeedback@lonestar.edu](mailto:LSC-PolicyFeedback@lonestar.edu) and [LSC-ProcedureFeedback@lonestar.edu](mailto:LSC-ProcedureFeedback@lonestar.edu). We received a total of five comments.

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**Comment 1:** Commenters suggested that the criteria for the [S]RC & IRC needs to be defined in policy and also that the scoring process be communicated to the committees in advance of meetings. They also suggested that the agenda for supplier interviews needs to be developed with input from the [S]RC and procurement should be responsible for gathering the input and finalizing the agenda. Finally, commenters suggested the RFQ documentation needs to be provided to both the [S]RC and the IRC a week prior to the scheduled meetings, which would ensure they have a good understanding of the project requirements.

**Response 1:** Regarding defining criteria in policy, the College believes procedures are the more appropriate forum because it gives the College flexibility to make timely necessary adjustments. Committee members by completing the required training and reading the applicable policy and procedures accomplish the commenter's suggestion of communicating the scoring process. Regarding including the SRC in the interview agenda and procurement being responsible for such an agenda, these procedures purposefully separate the submission and interview committees. Allowing the SRC interview-agenda input would run contrary to the spirit and purpose of these procedures. Finally, regarding timely providing review materials, the College encourages the appropriate parties to always allow sufficient time for review without running contrary to these procedures. Indeed, some timelines for the SRC and the IRC are procedure-required. As this time, however, other prescribed deadlines are not being established.

**Comment 2:** Commenters suggested the 2017 Board Meeting and Agenda Sheet could be modified because certain columns created confusion.

**Response 2:** We agree. The Board Meeting and Agenda Sheet was modified. A new version is now attached to the final procedures.

**Comment 3:** Commenters suggested that the IRC training include Americans with Disabilities (ADA) updates and guidelines. Commenters also asked that the College ensure all buildings are ADA compliant.

**Response 3:** We agree. The IRC training will include ADA updates and guidelines. The College always ensures it follows applicable laws.

**Comment 4:** Commenters suggested the SRC be allowed flexibility when a member is unavailable. Commenters also suggested that a College facility department representative be included in the SRC and IRC. Finally, commenters were concerned with college president availability for the IRC.

**Response 4:** Regarding allowing flexibility to the SRC when members are unavailable, the College agrees. The College added a variance mechanism to account for potential vacancies and unavailability in the SRC and IRC. Regarding including a campus facility department representative in the SRC and IRC, the College believes including college leadership sufficiently represents the interests of each college. If practice proves otherwise, the College is certainly open to making adjustments. Regarding a college president's availability, the College understands college presidents have challenging schedules but these projects have been and will be a priority.

**Comment 5:** Commenters suggested flexibility in the fixed nature of the SRC and IRC. Commenters thought circumstances could arise that would require lowering the number of fixed members.

**Response 5:** The College agrees. A variance mechanism was added to the procedures that addresses this issue.