## Professional Services Authorization Request Form

The approval of the Deputy Director is required prior to advertisement or dissemination of Requests for Qualifications (RFQ) and/or Requests for Proposals (RFP). This requirement is intended to assure coordination with the Directors Office on matters of consulting services.

PROJECT:				PROJECT NO.:
DESCRIPTION OF SERVICES:				
CONTRACT COST ESTIMATE: AVAILABLE FUNDING	: FUNDING SOURCE	E(S):		PROJECTED TIME FRAME:
PROPOSED SELECTION PROCESS:	METHOD OF NOTICE:		TYPE OF CONTRACT:	
☐ RFQ ☐ RFP	☐ NOTICE WILL BE ADVERTISED ☐ ONLY DISTRIBUTED TO PRE-DEFINED LIST		☐ ACTUAL COST PLUS FIXED FEE ☐ COST PER UNIT OF WORK	
SOLE SOURCE			SPECIFIC RATES OF COMPENSATION LUMP SUM	
OTHER	OTHER		OTHER	
PROPOSED SELECTION TEAM MEMBERS: (MIN 3 MEM	MBERS) Include name of Ager	acy if other than County		
SUBMITTED BY:		APPROVAL:		
CONTRACT ADMINISTRATOR	DATE	DEPUTY DIREC	TOR OF TRANSPORTATION	DATE

INSTRUCTION FOR PROCESSING: Contract Administrators forward this form to the Deputy Director for review and approval prior to soliciting consultant services. If approved, the form is returned to the Contract Administrator and fyi copies are forwarded to the Director and the TLMA Purchase Agent.

RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT