



## ORDINANCE

### REQUIRING WRITTEN SOLICITATION AND RESPONSE FOR PROFESSIONAL SERVICES BE SUBMITTED TO THE FINANCE COMMITTEE

### *CITY OF NASHUA*

*In the Year Two Thousand and Seven*

*The City of Nashua ordains* that Chapter 2 “Administration”, Article IV “Officers and Employees”, Division 5 “Purchasing Manager”, Section 2-248 “Professional services” of the Nashua Revised Ordinances, as amended, is hereby further amended by adding the following new subsection (c):

“**Sec. 2-248. Professional services.**

...

(c) Professional services shall be solicited with a written statement that includes at a minimum, the services required and the schedule of performance. Responses to solicitations shall contain, at a minimum, the services to be provided, the schedule of performance, the hourly rate(s), and/or a not-to-exceed (NTE) contract price as appropriate, and any exceptions to the solicitation. The purchasing manager shall submit both documents to the finance committee together with the recommendation for award of the contract.”

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This ordinance shall take effect following its passage.