



## APPENDIX A SCHOOL BOARD POLICY 7.71

### THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA **AWARENESS SHEET** PROFESSIONAL SERVICES SELECTION COMMITTEE

The Chairmanperson of the School Board of Sarasota County Professional Services Selection Committee shall meet with new members (persons never having served on the Committee) for an orientation session to include at least the following items:

1. An explanation of the purpose of the committee and why they were appointed to serve.
2. An explanation of School Board Policy 7.71.
3. An explanation of the score sheet and scoring procedures utilized by the committee. Each scoring column shall be reviewed in conjunction with the PQS and an explanation of the interview process. The section of the PQS pertaining to pertinent columns shall be identified and the relevance of the information explained. Members shall be encouraged to rely on this information when scoring.
4. An explanation of the routines followed by the committee and the importance of regular attendance and timeliness for scheduled meetings.
5. An explanation that the Committee must make three (3) major discriminations when evaluating interviews.
  - A. The committee may be exposed to sophisticated marketing skills which have little or no relationship to the **firm's company's** ability to successfully complete the project. Members must discriminate marketing skills from the substance of the presentation.
  - B. The purpose of the presentation is to determine how well the **firm company** understands the ~~design problems~~ **issues** surrounding the project and to get a feel for how the **firm company** would approach the solutions. At this point in time, the **firm company** will not have received sufficient information to professionally address the project and propose a final solution. The Committee should avoid fixating on details, but instead, should evaluate the **firm's company's** method in more general terms.
  - C. The Committee may consider any review processes of the **firm company** either by end-user, peer review or self-critique which may be included in the submitted ~~proposal~~ **application**.
6. An explanation that although the selection process is primarily a numerical scoring procedure, the committee is encouraged to enter discussion at any time to identify and clarify pertinent issues for the purpose of consensus building.
7. An explanation of the provisions of the Florida Government in the Sunshine Law **by the Board's attorney**.