



Non-Professional Service Contracts

01/28/2026

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Process Flow



Definition

- Non-professional services = routine / operational services (not specialized professional judgment)
- Procured under HBMC 3.02 (Purchases of Goods and Services)
- Typically, suitable for competitive sourcing

Key Takeaway: These contracts are structured for efficiency and competition.



City Council Authorization

- Council adopts the annual budget and appropriations
- Council authorizes contract awards when it is the awarding authority
- Department confirms operational need and budget availability
- Finance administers procurement controls under HBMC 3.02

Key Takeaway: Council authorizes funding and key awards;
Finance + Departments implement.



Thresholds

- Key procurement threshold: \$30,000
- $\leq \$30,000$ = Small Procurements (simplified process)
- $> \$30,000$ = formal solicitation required (IFB/RFP)
- No artificial splitting to avoid thresholds
- Quote-count requirements below threshold are internal procedures

Key Takeaway: Thresholds determine the required sourcing method.



Bidding Process

- Formal bidding used to ensure fairness and competition
- Finance administers the solicitation and procurement process
- Departments provide scope/specs and participate in evaluations
- Awards follow defined procurement requirements and approvals

Key Takeaway: Competitive bidding protects fairness and taxpayer value.



Oversight

- Oversight is assigned to the requesting Department
- Departments confirm services meet contract requirements
- Departments inspect work and approve payment for conforming services
- Oversight reduces performance risk and protects public funds

Key Takeaway: Oversight stays with the subject matter experts closest to delivery.



Amendments

- Amendments update contract terms after award (scope / cost / term)
- Extensions prevent service disruption and support continuity
- Changes must be documented and justified (no informal changes)
- Reviewed and approved at the correct authority level

Key Takeaway: Amendments and extensions stay controlled and accountable.



Transparency

- Contracts and records are accessible through City website resources
- Transparency Portal provides public-facing contracting information
- Online Records Library provides access to Council records (including contracts)
- Bid Opportunities page supports public visibility of solicitations

Key Takeaway: Huntington Beach enables public visibility into contracting.



Summary

- Council authorization establishes funding and key approvals
- Thresholds guide sourcing method and bidding requirements
- Bidding promotes fairness and competition
- Oversight ensures performance and value
- Amendments/extensions remain controlled
- Transparency supports public accountability

Key Takeaway: The process is designed for efficiency, fairness, and accountability.



Questions?

