Professional Services Procurement Guidelines

The Laramie County Community College (LCCC) follows the Professional Architectural, Engineering, and Land Surveying Services Procurement Act when selecting consultants for projects. Specifically, qualification and selection are based upon Wyoming Statutes § 9-2-1030 Qualification Procedures and § 9-2-1031 Selection Procedures.

Wyoming Resident Firm Certification

The Wyoming State Construction Department follows the Professional Architectural, Engineering, and Land Surveying Services Procurement Act when selecting consultants for projects. Specifically, qualification, and selection are based upon Wyoming Statutes § 9-2-1030 Qualification Procedures; and § 9-2-1031 Selection Procedures. This includes provisions related to “resident firms” as defined by Wyoming Statutes § 9-2-1028. Per Wyoming Statute § 9-2-1028, “Resident firm” means a firm possesses a physical office within the state that is staffed by individuals with professional and technical expertise who are employed in the state. Firms must be legally registered and in good standing with the Wyoming Secretary of State’s Office.

Wyoming Resident Firm Certification Form

Firm Name: ____________________________________________________________

AFFIDAVIT

This is to certify that ______________________________________________________ (firm name):

1) is legally registered and in good standing with the Wyoming Secretary of State’s Office;

2) possesses a physical office residing within the State of Wyoming staffed by qualified individuals with professional and technical expertise who are employed in the state; and

3) if the firm is selected, it will ensure that the applicable percentage of the contract costs for professional services, as set forth in Wyoming Statute § 9-2-1028(a)(vi)(B), shall be performed by individuals or consultants who are employed in the State of Wyoming, who will perform their labor or professional services provided under the contract within the boundaries of the State of Wyoming, and who shall possess the professional and technical qualifications necessary to perform the work required by the contract.


Authorized Official

________________________________________

Title