309.3 Contracts for Professional Services

Professional Services Contracts should be used for the procurement of services, not products or construction/renovation.

Professional Services contracts are to be used only for the following types of services:

Consultants (e.g. Management), Educational Consulting (e.g. Curriculum Development and Evaluation), Technical Support, Grant Writing/Development, Speaking/Facilitating/Presenting, Editing/Writing, Teaching/Instruction Services, and Student Activities.

Exceptions to these categories are to be upon approval of the Purchasing Manager.

Professional Services Contract procedures vary according to dollar limits:

**Professional Services Contracts $100,000 or more**

Professional Services exceeding $100,000 require competitive, sealed proposals utilizing the Request for Proposal (RFP) process. ([See 303, Competitive Sealed Proposals](https://business.maricopa.edu/purchasing/purchasing-procedures-manual/chapter-three-source-selection-and-contract/309-types-of-contracts)).

**Professional Services Contracts from $25,000 to under $100,000**

Professional Services from $25,000 to under $100,000 need to show as much competition as is practical and deemed necessary by the Purchasing Manager. A minimum of three written quotations shall be obtained.

**Professional Services Contracts from $5,000 to under $25,000**

Professional Services from $5,000 to under $25,000 generally do not require competition, unless deemed appropriate for competition by the Purchasing Manager.

**Professional Services Contracts under $5,000**

Purchases of Professional Services under $5,000 can be processed on a Limited Purchase Order (LPO). A contract is not required by Purchasing or Legal although it is recommended to use the standard Professional Services Contract form, ensuring that all pertinent information is obtained.

"Contract for Professional Services" forms are standard forms designed for use with Professional Services Contracts up to $100,000 to ensure that all pertinent information is obtained and agreed to by the Contractor. Contracts for Professional Services exceeding $100,000 are developed by the Legal and Purchasing Departments. Non-numbered forms are now available for download from the Legal Department web site.

In addition to a contract, an approved Requisition is necessary for creation of a Purchase Order (Coding should be to Professional Services - 3210). Itemized invoices must also be submitted to process payments to the Contractor to verify that the services have been provided.

The following information is to be included on the Requisition:

- Contract Number, RFP Number (if applicable), Description of Services, and Payment Schedule

Note: Professional Services Contracts are not to be used for the temporary employment of staff. For those instances, special services contracts (available through Payroll department) are to be used. I-9 forms are only to be used if the contractor is considered a temporary or contract employee. If the person has assigned hours, is provided a workspace plus equipment and supplies, and is treated or performs such as an employee, this may be a temporary employment situation that warrants use of a Special Services Contract.