	Policy: Human Resources/Purchasing Personal Services Agreements Waivers – Appendix A1	Page 1 of 2
	Issued: May 31, 2006	Revised:


Appendix A

A1 - Professional/Technical Category

Services in this category are those that require specialized training and/or require certification or licensure. Individuals are experts in a particular field.

Type of Service

1. **Consultant Services:** Include consulting services, program evaluators, standards mapping, reviewing, surveying, and data collection for which CSM does not have staff qualified to perform these specialized services, or does not have the equipment necessary to perform these services or the need for services is of an intermittent, temporary or seasonal nature.
2. **Performing and Visual Arts Theatre Assistants, Judges, and Stage Managers:** CSM requires the assistance of festival assistants, judges and stage managers on an occasional basis, as events occur. CSM would not have staffing to provide these services; additionally, judges need to be independent and impartial.
3. **Software Maintenance:** Include the services to maintain several software systems within Academic Computing & Networking or Information Services departments, and software systems directly related to laboratory or equipment within academic departments. Support of these applications from outside vendors is typically more complex, or CSM does not have staff that is well referenced in that particular software, or the software is proprietary, and/or the software changes frequently.
4. **A/V Services; Photography:** CSM occasionally has need for photographic services, including actual photography, and has neither the staff nor the equipment to perform these services.
5. **Financial Services:** Banking Services, credit reporting services and real estate appraising are provided by outside vendors, as the School does not have staff qualified to perform these specialized services, or the School does not have the equipment necessary to perform these services.
6. **Graphic and Journalistic Service:** Services including graphic design, writing and editing and bookbinding for which CSM does not have the expertise or equipment. The School does not have the staff or equipment to perform these specialized services.

	Policy: Human Resources/Purchasing Personal Services Agreements Waivers – Appendix A1	Page 2 of 2
	Issued: May 31, 2006	Revised:

The statutory citation approvable basis for this type of service can include one or more of the following:

Section 24-50-504(2)(c) – The contracted services are not available within the state personnel system, or cannot be performed satisfactorily by state employees, or are of a highly specialized or technical nature.

Section 24-50-504(2)(e) – The contract is needed to protect against a conflict of interest, or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective.

Section 24-50-504(2)(h) – The services are of an urgent, temporary, or occasional nature.

Section 24-50-504(3) – The contract is for purchased services. (The acquisition of services which directly benefit specific groups or individuals in the public at large.)