



## SERVICES, PROFESSIONAL AND NON-PROFESSIONAL

**Policy Title:** Services, Professional and Non-Professional

**Policy Type:** Administrative

**Policy Number:** #43-33 (2014)

**Approved:** 09/02/2014

**Responsible Office:** Procurement Services

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** University Employees

### POLICY STATEMENT

The University has established policy governing the procurement of nonprofessional services.

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### DEFINITIONS

**Services:** any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

**Nonprofessional services:** all services not within the scope of the practice of accounting, actuarial, architecture, land surveying, landscape architecture, law, medicine, optometry, pharmacy or professional engineering.

**Professional Services:** services within the scope of the practice of accounting, actuarial, architecture, land surveying, landscape architecture, law, medicine, optometry, pharmacy or professional engineering.

## **CONTACT(S)**

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) Creating and Maintaining Policies <https://www.nsu.edu/policy-library/bov-policy> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

## **STAKEHOLDER(S)**

University Community

## **SERVICES, PROFESSIONAL, & NON-PROFESSIONAL POLICY CONTENTS**

The purchase of nontechnology nonprofessional services shall be made in accordance with the Agency Procurement and Surplus Property Manual (APSPM). The purchase of technology services shall be made in accordance with the IT Procurement Manual: Buy IT.

The purchase of non-construction related professional services will be accomplished through competitive negotiation unless otherwise authorized by law. The purchase of non-construction related professional services up to \$60,000 shall be accomplished in the same manner as nonprofessional services, except the single quote threshold shall be \$10,000. Reverse auctioning shall not be used to purchase professional services.

The purchase of construction related professional services will be made in accordance the Construction and Professional Services Manual.

## **PUBLICATION**

This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirement does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 12/07/2020
- Approval by, date: President, 09/02/2014
- Revision History: 07/01/2014; 07/01/2015; 10/06/2016; 12/07/2017
- Supersedes: Procurement Services Policy and Procedures No. 20 and 21

## **RELATED DOCUMENTS**

1. APSPM - [https://dgs.virginia.gov/globalassets/business-units/dps/documents/apspm/apspm\\_all\\_after\\_6-30-2017.pdf](https://dgs.virginia.gov/globalassets/business-units/dps/documents/apspm/apspm_all_after_6-30-2017.pdf)
2. IT Procurement Manual: Buy IT – <https://www.vita.virginia.gov/supply-chain/scm-policies-forms/it-procurement-manual/>
3. CPSM - <https://dgs.virginia.gov/globalassets/business-units/bcom/documents/cpsm/cpsm-2017-rev-0.pdf>
4. Code of Virginia - <https://law.lis.virginia.gov/vacode>
5. Delegation of Procurement Autonomy to User Departments Policy, 43-24

## **FORMS**

There are no forms associated with this policy.