

Professional/Technical Services v. Services [Section 5-5-3 R.O.A. 1994]

PROFESSIONAL/TECHNICAL SERVICES. Those services performed by or under the direction of a licensed professional, other professional technician, or other person with technical training, as more particularly defined by the City Purchasing Officer.

SERVICES. Labor, time or effort furnished for the benefit of users; and does not include the services of city employees.

Notes:

1. The following list of examples of professional/technical services constitutes a determination by the City's Purchasing Officer that such examples are "professional/technical services" within the meaning of the definition set forth in § 5-5-3 of the Public Purchases Ordinance. This determination supersedes any earlier determinations related to professional/technical services and is issued to guide departments in their procurements and budget preparation.
2. A department may feel that, because of the case-specific facts, a service listed under "Examples of Services" should, in a particular case, be considered a "professional/technical service" or that a service listed under "Examples of Professional/Technical Services" should, in a particular case, be considered a "Service". In either event, the agency should, prior to the procurement, seek a fact-specific determination from the Purchasing Officer concerning the correct classification of the service in the particular case.
3. If a department intends to procure a service that is not included in either list, "Examples of Professional/Technical Services" or "Examples of Services", that department must obtain a determination from the Purchasing Officer prior to the procurement.

Characteristics of "Professional/Technical Services"	Characteristics of "Services"
Services are professional or technical in nature and meet more specialized needs.	Services are more repetitive, routine or mechanical in nature, following established or standardized procedures as contrasted with customary and regular exercise of discretion or independent judgment.
Work requires regular exercise of judgment, discretion, and decision-making; involves providing advice, opinions or recommendations; may have policy implications for department; often addresses management-level issues.	Services contribute to the day-to-day business operations of the agency, rather than the management or policy side of the department, and may meet more general needs of the department.
May require advanced or specialized knowledge, or expertise gained over an extensive period of time in a specialized field of experience; may require specialized licensing or certifications.	Services generally involving completion of an assigned task, rather than an entire project.
Work may be original and creative in character in a recognized field of endeavor, the result of which may depend primarily on the individual's invention, imagination or talent.	Decision-making and analysis, if required, is more routine or perfunctory in nature.

Examples of “Professional/Technical Services”.	Examples of “Services”
Services of, or to provide: • Accountants • Actuaries • Analysts of processes, programs, fiscal impact and compliance • Antique and art restorers • Appraisers • Archeologists • Architects • Artists (services creating original artwork) • Audio/video media productions (design, development, oversight) • Auditors • Business process re-engineering • Conference and trade show coordination • Construction managers • Counselors • Curriculum/exam development • Dentists • Economists • Engineers • Entertainers • Financial advisors • Grant writers • Graphic designers (creative/original) • Health screening • Insurance adjusters • Interpreter services • Investigators • Investment advisors and managers • Journalists • Laboratory testing and analysis • Labor negotiators • Landscape architects • Language translators • Lawyers • Librarians • Lobbyists • Management and system analysts • Management consultants • Marketing consultants • Medical arts practitioners	Services of, or to provide: • Aircraft, bus, or other vehicle charter or rental service • Alarm systems installation, service, repair or monitoring • Asbestos abatement • Auctioneers • Banking services • Boiler testing/water treatment • Bookkeeping service • Check collection service • Clerical services • Clothing, textile fabrication repair • Commercial laundry/dry cleaning • Communications systems installation, service and repair • Court reporters* • Debt collection services • Delivery/courier services • Document storage, duplication, retrieval, review and destruction • Drug test processing • Engraving services • Environmental monitoring: noise level, safety, hazardous gas detection, radiation monitoring, etc. • Equipment installation, maintenance, inspection, calibration or repair. • Equipment rental • Food preparation, vending & catering • Herbicide application service • Household goods packing, storage, transportation service • HVAC system maintenance • Inventory service • Janitorial service, carpet cleaning, window washing • Land clearing/debris removal service • Landscaping – tree planting, grooming service, lawn mowing, etc. • Linen rental service • Medical equipment rental or repair

- Photographers
- Pilots
- Planners
- Policy advisors
- Program/project managers
- Psychologists
- Public relations advisors/publicists
- Publication development/advertising campaigns
- Researchers
- Retreat or workshop coordination
- Scientists
- Speech writers
- Statisticians
- Surveyors
- Teachers
- Telephone surveying and analysis
- Trade developers
- Training
- Veterinarians

NOTE: A professional/technical services agreement should not be used to fill a vacant City position unless otherwise approved.

- service
- Metal/pipe/wiring detection service
- Office furnishings installation, refurbishment and repair
- Package inspection and crating
- Painting
- Paper shredding
- Parking lot sweeping/snow removal service
- Pest/weed control service
- Property management
- Photographic/micrographic processing and delivering
- Printing/duplicating service
- Process serving
- Recycling/disposal/litter pickup
- Security/armored car services
- Secretarial services
- Shop welding/metal fabrication services
- Sound services and equipment rental
- Stage services
- Steam cleaning, high pressure washing, parts cleaning
- Stage lighting services and equipment rental
- Towing services
- Training regularly held, off-site or online*
- Travel agency services
- Videotaping and recording
- Vehicle inspection, lubricating and repair
- Warehouse dry/cold storage rental
- Wildlife removal and relocation

*Exempt services which may be paid by disbursement.