

WHAT IS AND WHAT IS NOT CONSIDERED A PROFESSIONAL SERVICE BY PURCHASING SERVICES

Professional Services Requires: PSA (preferred) or Supplier Agreement	Skilled Trades Requires: Supplier Quote and/or Agreement
<p>Architectural & Engineering Services</p> <ul style="list-style-type: none"> Architectural engineering services Professional engineering services <p>Business Administration & Support Services</p> <ul style="list-style-type: none"> Outsourced office administration or secretarial services Outsourced property management services <p>Business/Corporate Management Consultation Services</p> <ul style="list-style-type: none"> Corporate objectives or policy development Health policy, legislation or regulations consulting Human resources consulting services including management development, compensation & benefits planning Organizational structure consultation Project administration, management & planning services Strategic planning consultation services <p>Financial & Insurance Services → <i>may require approval of Finance, Risk Management, and/or General Counsel</i></p> <ul style="list-style-type: none"> Accounting & bookkeeping services Audit services, taxation issues & tax prep services Insurance services including life, health, accident & property Treasury services & financial asset management services <p>IT Consulting & Programming Services</p> <ul style="list-style-type: none"> Computer programming services Management information systems including network communications & design Software or hardware engineering including application design/development <p>Legal Services → <i>requires pre-approval of General Counsel</i></p> <ul style="list-style-type: none"> Business law services Legal review & inquiry services Liability services <p>Marketing Services</p> <ul style="list-style-type: none"> Marketing research & surveys Marketing analysis & planning Reputation & brand management services <p>Photography & Cinematography</p> <p><i>Note: Use of VU Photography or Videography Agreement preferred</i></p> <ul style="list-style-type: none"> Photography Videography or cinematography including pre-production, production & post-production services <p>Public Relations, Communications & Events Management</p> <ul style="list-style-type: none"> Focus group & public feedback meeting facilitation & analysis Meeting/events planning services Polling & survey & public opinion monitoring & analysis Professional communications services Situation & stakeholder analysis & communications planning <p>Research & Experimentation</p> <ul style="list-style-type: none"> Educational research & experimentation Political science research & experimentation Scientific research & experimentation including engineering, biology, chemistry... Societal research & experimentation <p>Temporary Labor Services & Personnel Recruitment → <i>requires pre-approval of Human Resources</i></p> <p><i>Note: Use of VU Staffing Services Agreement or VU Executive Search Agreement preferred</i></p> <ul style="list-style-type: none"> Contract/term employee placement services Staff recruiting services Temp-to-perm placement services Temporary recruiting & placement services <p>Writing, Editing, Publishing, Graphic Design & Translating</p> <ul style="list-style-type: none"> Advertising agency services Editorial & support services Graphic design including art design services & layout Media placement & fulfillment Print production management services Publishing Translating Writing, editing & support services 	<p>Construction/Building Services/Facilities Mgt.</p> <ul style="list-style-type: none"> Building inspection services Building systems controls CAD services Carpentry services Chilled water distribution Cleaning services Construction & renovation services (AIA contract) Electrical services Environmental remediation Equipment operations & repair services Fire & security systems Furniture repair & installation Grounds & landscaping services HVAR services Locksmith services Moving and storage services Painting services Pest control services Plumbing services Power plant services Recycling services Security & protection services Sign making services Utilities and power lines Vehicle repair & maintenance services Waste removal services <p>Educational & Training Services</p> <ul style="list-style-type: none"> Speakers & Lecturers <p>Information Technology</p> <ul style="list-style-type: none"> Audio Visual Installation Computer Repair & Upgrades Fiber Installation & Cabling <p>Activities/Entertainment/Events</p> <ul style="list-style-type: none"> Acting & Entertainment → <i>Note: Use of VU Performing Artist Agreement preferred</i> Performing Artists → <i>Note: Use of VU Performing Artist Agreement preferred</i> Sports and Fitness Instruction <p>Other</p> <ul style="list-style-type: none"> Transcription Services Electronic Imaging Printing Services Catering & food services → <i>Note: Use of VU Catering Agreement preferred</i>