

## Professional & Business Service Requests

Rutgers no longer uses the Professional Service Provider Agreement (PSPA). When engaging a professional service provider or procuring any business service (see list below), the requesting unit is responsible for ensuring compliance with applicable procurement policies and procedures.

The service engagement types listed below are **NOT** allowed via Quick Order.

To engage these service types, a requesting unit must submit a **Service Request in RU Marketplace** with the following attachments:

- [Independent Contractor or Employee Determination \(ICED\) Form\\*\\*](#)
- [Statement of Work \(SOW\)](#)

Services to be Engaged via Purchase Order (as requested by unit)		
Accounting	Guest Lecturer/Speaker (educational – non-honorarium)	Professional Development Training
Appraisal	IT Services (software support, database analysis, network administration & development, software development, telecom design & administration, etc.)	Search Firm (executive/professional)
Art Conservator/Curator	<a href="#">*Locum Tenens</a>	Social Worker
Consulting (business, environmental, financial, management, etc.)	Medical Support Services (coder, data analysis, transcriber)	<a href="#">*Staffing (temporary)</a>
Copyediting	<a href="#">**Marketing Services (marketing campaigns, public relations, marketing surveys)</a>	Therapist (massage, speech, occupational, behavioral, etc.)
Curriculum Development	Patent Search (licensing)	<a href="#">*Translation</a>
Event/Meeting Planning	Performance (entertainer and any production-related needs)	<a href="#">**Videography (and any production-related needs)</a>
<a href="#">**Graphic Design</a>	<a href="#">**Photography (and any production-related needs)</a>	<a href="#">**Writing (professional or technical)</a>

\*Active contract already in place with supplier(s).

\*\* ICED forms are not necessary for suppliers under the ACE Process. [Click for more information on the ACE Process.](#)

Services to be Engaged through a Specific Rutgers Unit	
Service Type	Rutgers Unit to Contact
Architect	<a href="#">Institutional Planning &amp; Operations</a>
Auditor (financial)	<a href="#">Auditing Services</a>
Construction Project Management	<a href="#">Institutional Planning &amp; Operations</a>
Engineer	<a href="#">Institutional Planning &amp; Operations</a>
Landscape Designer/Architect	<a href="#">Institutional Planning &amp; Operations</a>
Legal Services	<a href="#">Office of General Counsel</a>
+Advertising	<a href="#">+University Communications and Marketing</a>

+ICED form not required.

**Existing Contract.** Wherever possible, the unit should procure services from suppliers that have active contracts in place with Rutgers. If Rutgers has a contract with the supplier for the services requested, attach the contract to the requisition via “select contract” hyperlink in the RU Marketplace Service Request form. Contact University Procurement Services with any questions about availability of existing contracts.

**Sourcing Process.** The unit seeking to procure these services must establish procurement authority for the engagement. For service engagements valued:

- **Under \$10,000.** Any supplier may be selected, and a completed ICED and SOW must be attached to the Service Request.
- **\$10,000 - \$149,999.** Multiple bids, proposals or quotes should be obtained, and a completed Informal Bid Intake Form, ICED and SOW must be attached to the Service Request.
- **\$150,000 or greater.** A formal sourcing process must be executed (e.g., an RFP) prior to submitting a Service Request. Please submit an RFX Intake Form or contact University Procurement Services for assistance.
- **\$10,000 or greater that cannot be competitively sourced.** A Waiver of Bid Request must be submitted along with a completed ICED and SOW.

**Contracting Process.** Rutgers no longer uses its Professional Service Provider Agreement (PSPA). The preferred method of contracting service engagements is the issuance of a Rutgers Purchase Order, which incorporates the university’s procurement terms and conditions and includes the appropriate SOW. Rutgers will consider executing a supplier’s contract to perform such services, but the Service Request should be submitted 60 days in advance of the proposed start date of the engagement to allow for contract review and execution.