RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

Professional Services Matrix

Professional services are services provided by individuals or firms with specialized expertise, licenses, certifications, or advanced knowledge. When engaging a professional service provider or procuring any business for professional services (see list below), the requesting unit is responsible for ensuring compliance with applicable University Procurement policies and procedures.

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

- Independent Contractor and Employee Determination (ICED) Form
- Statement of Work Form (SOW)

As a reminder, no service engagements are allowed on a Quick Order Form.

Services to be Engaged via Purchase Order		
Accounting / Bookkeeping	Guest Lecturer / Speaker	Professional Development Training
Appraisal	IT Services (software support (programmer, remote services, technical support), database analysis, network administration and development, software development, telecom design and administration, etc)	Search Firm (executive / professional)
Art Conservator / Curator	Medical Support Services (coding / billing, data analysis, transcribing)	*Staffing (temporary), Locum Tenens
Consulting	**Marketing Services (marketing campaigns, public relations, marketing surveys)	Therapist (massage, speech, occupational, behavioral, social worker, psychologist, psychiatrist, etc)
Curriculum Development	Patent Search (licensing)	Translation (ASL / CART / Transcription)
Event / Meeting Planning	Performance (any entertainment or production-related need)	Website Development
**Graphic Design	**Photography / Videography (any production-related need)	**Writing (i.e.: grant writing, freelancing, copy editing)

* Active University-wide contract in place with supplier(s).
** ICED Forms are not required when these services are procured through the ACE Process. ACE ("**A**ccess to **C**ommunications (and Marketing) **E**xperts") gives communicators a direct link to trained suppliers who have service agreements in place with the university. Click for more information on the ACE Process.

Services that Can Only Be Engaged through a Specific Rutgers Unit	
Service Type	**Rutgers Unit to Contact**
+Advertising	University Communications and Marketing
Architect	Institutional Planning & Operations
Auditor (financial)	Audit and Advisory Services
Construction Project Management	Institutional Planning & Operations
Engineer	Institutional Planning & Operations
Landscape Designer / Architect	Institutional Planning & Operations
Legal Services	Office of General Counsel

+ ICED Form not required