

**CONTRACTS/AGREEMENTS FOR PROFESSIONAL SERVICES**

Contracts for the services of persons who qualify as professional experts may occur without competitive bidding. Professional experts are persons specially qualified to provide services and advice in financial, economic, accounting, engineering, legal or administrative matters. They must be specially trained, experienced and competent to perform the services required. Compensation for professional services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered. For professional service contracts, the following criteria shall apply.

1. Any person employed for such professional service shall be specially trained and experienced and competent to perform the services required. Employment may properly be made without competitive bidding. However, if the Chancellor determines that the services needed are more of a technical nature and involve little professional judgment, bids (formal or informal) or request for qualifications (RFQ) may be required in the public interest.
2. The employment may be for a specific project or on a continuing basis as provided by law.
3. Types of services included are those not normally provided by educational agencies. Examples are: employee classification studies, building inspectors, insurance actuarial studies, negotiators, consultants requiring specialized licenses (medical, land appraisers, real estate brokers, etc.), audits, etc.
4. Employment may be with any individual firm, partnership, corporation, association, or other legal entity permitted by applicable law to provide such service.

Professional service contracts are to be placed on the Governing Board agenda pursuant to Business Procedure 9.45, Request to Place Contract on Governing Board Agenda. Following Governing Board action, the Director of Purchasing and Contract Services shall execute the contract.