Administrative Professional Workshop
Agenda

Professional Service Contracts (PPCS)
- What is PPCS?
- Types of PPCS Contracts
- Required documents
- Miscellaneous Information
- Where to find information?
Professional Service Contracts (PPCS)

- What is PPCS?
- Types of PPCS Contracts
- Required documents
- Miscellaneous Information
- Where to find information?
What is PPCS?
What is PPCS?

Professional, Personal, Consulting and Social services contracts ("PPCS" or "Professional Services")

Any requisition using a 75 Account Code. (Ex: 750180)
Types of Professional Service (PPCS) Contracts
Professional & Personal (Non-Competitive)

- **Professional service** is services provided by an independent contractor (individual or entity) that require specialized advanced knowledge.

- **Personal service** is services provided by individuals which require the use of creative or artistic skills, or highly technical or unique individual skills or talents.
Consulting Services

• Consulting service is defined as services not professional, personal or social services that specialized in counsel.

• Consulting Services cannot exceed $74,999 within a 12-month period without being awarded competitively through Request for Proposals (RFP) process as per R.S. 39:1595.
Social Services

• Social service is any work rendered in furtherance of the general welfare of the citizens of Louisiana.

• Social Services is competitive over $250,000
  Examples: Incumbent Worker Training Program (IWTP) or Social Workers.

NOTE: Social Services are usually partially funded by a governmental third party
# Examples of PPCS Contracts

<table>
<thead>
<tr>
<th>Personal Service</th>
<th>Professional Service</th>
<th>Consulting Service</th>
<th>Social Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist</td>
<td>Accountant</td>
<td>Consulting</td>
<td>General Welfare</td>
</tr>
<tr>
<td>Entertainer</td>
<td>Architect</td>
<td>Instruction</td>
<td>of LA Citizens</td>
</tr>
<tr>
<td>Expert Speaker</td>
<td>Doctor</td>
<td>Invited Guest</td>
<td>Health Support</td>
</tr>
<tr>
<td>Musician</td>
<td>Engineer</td>
<td>Management</td>
<td>&amp; Rehabilitation</td>
</tr>
<tr>
<td>Photographer</td>
<td>Lawyer</td>
<td>Planning</td>
<td>Socialization</td>
</tr>
<tr>
<td>Sign Language</td>
<td>Visiting Professors</td>
<td>Software Consultant</td>
<td>Protective Services</td>
</tr>
<tr>
<td>Interpreter</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Professional Service Contracts (PPCS)

What documents are Required?

And attached to the requisition!
Contractor Information (PUR-CIR) Form

- To gather information about the Contractor such as their relationship to the University and its employees.
• To gather details on the services being provided by the Contractor as well as specific deliverable, goals & objectives
Required Documents for PPCS

Cost Benefit Analysis Documentation (PUR-CB)

- To certify that obtaining such services from the private sector is more cost effective than providing such services by the University or by another state agency.
- Use when Contract amounts exceed $50,000.
Required Documents for PPCS

Website Resources

Required Documents with links to Forms
Miscellaneous Information

Over the Competitive Limits

Single/Sole Source Justification form

- Consulting Service Contracts exceeds $74,999
- Social Service Contracts exceeding $250,000
Over the Competitive Limits

Emergency Procurement Justification (PUR-131) form

- Consulting Service Contracts exceeds $74,999
- Social Service Contracts exceeding $250,000
When to complete form:

- Change in amount
- Change in dates
- Change in scope or project manager

Route form for approval by email.
Contractor Evaluation (PUR-PE) form

- To evaluate the Contractor’s performance when the services are completed.
- The University Representative or Project Manager completes the PUR-PE form and forwards to Purchasing via email for the contract file.
Professional Service Contracts (PPCS)

Where can you find info on PPCS?
Professional Service Contracts (PPCS)

Purchasing Website

Professional Services Section