

# 12 PROFESSIONAL, CONSULTANT, AND INFORMATION TECHNOLOGY SERVICES

## 12.1 Definitions

Consultant Services: work, rendered by either independent individuals or firms who possess specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advise in formulating or implementing programs or services or improvements in programs or services, including but not limited to such areas as management, personnel, finance, accounting, planning and data processing. The consultant's services, opinions, or recommendations will be performed according to the consultant's methods without being subject to the control of the agency except as to the result of the work.

Professional Services: work rendered by an independent contractor whose occupation is the rendering of such services and who has a professional knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, including but not limited to accounting and auditing, legal, medical, nursing, education, engineering, actuarial, architecture, veterinarians, and research. The knowledge is founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The word "professional" implies professed attainments in special knowledge as distinguished from mere skills.

Information technology: means all present and future forms of computer hardware, computer software and services used or required for automated data processing, computer-related office automation or telecommunications.

## 12.2 Methods

### 12.2.1 Services Costing Less Than \$75,000

Services for information technology, professionals, or consultants costing less than \$75,000 may be acquired by agencies without competitive bidding in accordance with good business practice and in the best interests of the state.

### 12.2.2 Services Costing More Than \$75,000

Services for information technology, professionals, or consultants costing exceeding \$75,000 must be sent to the Division of Purchasing and are normally processed as Request For Proposals.

## **12.3 Division of Purchasing Rules Regarding Professional, Consultant, and Information Technology Services**

**IDAPA 38.05.01**

### **044. SMALL PURCHASES.**

**07. Professional, Consultant and Information Technology Services.** Professional, consultant and information technology services acquired under this rule, where the services are reasonably expected to cost seventy five thousand dollars (\$75,000) or less through a fixed price/not to exceed price contract for a term not exceeding one (1) year, may be acquired as each agency sees fit, in accordance with good business practice and in the best interest of the state.