Chapter 21

Purchase of Services

21.0 Purchase of Services

The State's purchasing procedures require competition for the procurement of professional and nonprofessional services when the estimated cost exceeds the departmental delegated purchasing authority. Where contracts have already been negotiated by the State, the state contract vendor should be used.

Services can be categorized as follows:


These services are specifically defined in Virginia law as the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, medicine, dentistry, optometry, pharmacy, and professional engineering. The procurement of professional services is accomplished by competitive negotiation. Concurrence and/or approval from other State agencies may be required. Contact the Department of Procurement and Contracts for assistance regarding the procurement of professional services.

21.2 Nonprofessional Services.

All services not listed as professional services are considered nonprofessional services. Specific procedures and competitive methods are required depending on the dollar value and the type of service. Departments must determine their specific service needs sufficiently in advance to allow the Department of Procurement and Contracts adequate time to comply with the competitive requirements.

Often the purchase of services will require the Contractor to provide a Certificate of Insurance and/or to hold a Contractor’s License. Departments procuring services less than $5,000 that require the contractor to perform work on the campus must coordinate this purchase with the Department of Procurement and Contracts to ensure appropriate regulations are followed. For more information, contact the Director of Procurement and Contracts at 831-6118.

21.3 Employee or Independent Contractor.

The Internal Revenue Service (IRS) has expressed concern that many colleges and universities are mis-classifying employees as independent contractors and, as a result, are failing to pay substantial amounts of employment tax. When the services of an individual are needed, departments are requested to complete the Radford
University Independent Contractor/Employee Status Certification Form to determine if the individual should be hired as an independent contractor or as an employee of the University. Instructions for completing the form and the next step to be taken are included in the form.

References:

Appendix R: Radford University Independent Contractor/Employee Status Certification Form (Form R13)