



STATE OF ARKANSAS  
**Department of Finance  
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**MEMORANDUM**

**To:** All State Agencies, Boards, Commissions and Institutions of Higher Education

**Attention:** **Professional Consulting Services Contracting Staff**

**From:** Joseph A. Giddis, Director

**Date:** November 14, 2003

**Subject:** Definitions: General/Technical and Professional Consultant Services

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**Please pass this memorandum to those staff personnel responsible for processing Professional Consulting Services contracts.**

The purpose of the memorandum is to further clarify the definitions used in the Procurement Law at ACA 19-11-203-(27) (A) and (B) as it pertains to "Services". The following definitions are provided to assist agencies in making a determination as to the type of service and the method of procurement.

**Technical and General Services:** Work accomplished by skilled individuals involving time, labor and a degree of expertise, where performance is evaluated based upon the quality of the work and the results produced. Or, Work performed to meet a demand, especially work of a recurring nature that does not necessarily require special skills or extensive training. The furnishing of labor, time or effort by a contractor or vendor, not involving the delivery of any specific end product, other than reports that are incidental to the required performance. Examples include, but are not limited to: delivery of standard training programs, data entry, transport service, actuary service, collection service, certain repair services, translation (interpreter) services, janitorial service, guard service, lawn care service, waste disposal services. Services that fall into this definition normally use the provisions of the Procurement Law at ACA 19-11-201 thru 263

**Professional and Consultant Services:** Services rendered by members of a recognized profession or those possessing a high degree of expertise. Such services are generally acquired to obtain information, advice, counsel or direct assistance. Under such a contract, the agency would have no direct managerial control over the day-to-day activities of the contractor providing the service(s). See the Professional Consultant Services section of the State Procurement Law in ACA 19-11-1001. **Definitions;** for a more complete definition of professional consultant services as it pertains to the Arkansas Procurement Law. Examples include, but are not limited to: attorneys, architects, accountants, engineers, physicians and technology experts. Services that fall into this definition normally use the provisions of the Procurement Law at ACA 19-11-1001 et.sec.