### Quick Tips About the State Contracting Process

**What type of contract should I use to procure certain services?**

<table>
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<th>Contract Type</th>
<th>Description</th>
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| Professional Services Agreement      | • For use when contracting with an entity for professional services  
• Professional services require specialized knowledge, experience, expertise or similar capabilities  
• The service cannot primarily be for review, analysis or advice in formulating or implementing improvements in program or services. In these cases, a consultancy agreement should be used. |
| Personal Services Agreement          | • For use when contracting with an individual for the provision of services  
• The individual should possess professional skills from which the university can benefit                                                                                           |
| Consultancy Agreement                | • For use when consulting with an individual or with a company regarding a specific work or task involving specialized knowledge, experience, and professional qualifications to investigate assigned problems or projects and to provide counsel, review, analysis or advice in formulating improvements in programs or services  
• Includes, but is not limited to, the organization, planning, directing, control, evaluation and operation of a program, agency or department |
| Educational Consultancy Agreement    | • For use when hiring an individual with unique qualifications to provide services to the university regarding curriculum development or academically oriented research                                                                                                      |
| Guest Speaker Agreement              | • For use when hiring a guest speaker for a university event                                                                                                                                                                                                                                                                            |
| Performer Agreement                  | • For use when hiring an individual performer or group of performers for a university event  
• The agreement can be entered into with either a performer or with a contractor who represents the performer  
• If the agreement is entered into with the contractor, the contractor must affirmatively agree that it is the performer’s lawful agent  
• When entering into an agreement wherein the performer has not yet been identified, use a Professional Services Agreement rather than a Performer Agreement to enter into the agreement with a contractor |