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MEMORANDUM

DATE: April 25, 2007
TO: Executive Agency Heads
FROM: State Purchasing Agent
SUBJECT: Professional Services Determination

Pursuant to Section 13-1-76 NMSA 1978 of the Procurement Code, the State Purchasing Agent (SPA) of the State Purchasing Division (SPD) has issued the following professional services determination (PSD) document to assist in defining what constitute professional services and services. The PSD document also contains examples of "Professional Services" and "Services" as determined by the SPA within the definition set forth in the Procurement Code.


This determination is issued in collaboration with the State Purchasing Division of the General Services Department, Contracts Review Bureau (CRB) of the Department of Finance and Administration and the Office of the Chief Information Officer (OCIO)/Department of Information Technology (DOIT).

All state agencies are required to use this professional services determination document in their procurements and budget preparation. If an agency intends to procure a professional service that is not included in the PSD document, that agency must first obtain a written professional services determination from the SPA prior to the procurement.

This determination applies to all professional services procurements under the Procurement Code [Section 13-1-28 NMSA 1978] including information technology professional services procurements.

Please visit our website at <http://www.generalservices.state.nm.us/spd/> for more information.

Sincerely,



Michael C. Vinyard
State Purchasing Agent
cc: Executive Agencies Chief Financial Officers and Procurement Officers