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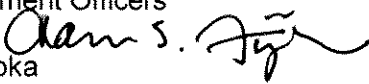
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July 19, 2009

PROCUREMENT CIRCULAR NO. 2009-06

TO: Office of the Governor
Office of the Lieutenant Governor
Executive Department Heads
State Librarian
Chief Procurement Officers

FROM: Aaron S. Fujioka 

SUBJECT: Professional Services List

The purpose of this Circular is to replace Procurement Circular No. 2002-07 dated September 27, 2002 and provide an update and guidance on the procurement of professional services.

Pursuant to HRS §103D-104, procurement of professional services are limited to those listed professions by definition. "Professional Services" means those services within the scope of the practice of architecture, landscape architecture, professional engineering, land surveying, real property appraisal, law, medicine, accounting, dentistry, public finance bond underwriting, public finance bond investment banking, or any other practice defined as professional by the **laws of this State*** or the professional and scientific occupation series contained in the **United States Office of Personnel Management's Qualifications Standards Handbook****.

*HRS Chapter 464 - Professional Engineers, Architects, Surveyors and Landscape Architects, and HRS Chapter 415A - Professional Corporation Act

HRS §415A-2, Definitions. "Professional service" means any service which lawfully may be rendered only by persons licensed under chapters 442, 448, 453, 455, 457, 459, 460, 461, 463E, 465, 466, 471, 605, and section 554-2.

HRS Chapters: 442 - Chiropractic	461 - Pharmacists & Pharmacy
448 - Dentistry	463E- Podiatrists
453 - Medicine & Surgery	465 - Psychologist
455 - Naturopathy	466 - Public Accountancy
457 - Nurses	471 - Veterinary Medicine
459 - Optometry	605 - Attorneys
460 - Osteopathy	
554-2 - Nomination by beneficiaries; appointment of trustees (private trusts)	

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**U. S. Office of Personnel Management - Qualifications Standards Handbook for Professional and Scientific Positions is available at <http://www.opm.gov/qualifications/standards/group-stds/GS-PROF.asp>.

GS-020 Community Planning	GS-638 Recreation/Creative Arts Therapist
GS-101 Social Science	GS-639 Educational Therapist
GS-110 Economist	GS-644 Medical Technologist
GS-130 Foreign Affairs	GS-665 Speech Pathology and Audiology
GS-131 International Relations	GS-690 Industrial Hygiene
GS-140 Workforce Research and Analysis	GS-696 Consumer Safety
GS-150 Geography	GS-801 General Engineering
GS-170 History	GS-803 Safety Engineering
GS-180 Psychology	GS-804 Fire Protection Engineering
GS-184 Sociology	GS-806 Materials Engineering
GS-185 Social Work	GS-807 Landscape Architecture
GS-190 General Anthropology	GS-808 Architecture
GS-193 Archeology	GS-810 Civil Engineering
GS-401 General Biological Science	GS-819 Environmental Engineering
GS-403 Microbiology	GS-830 Mechanical Engineering
GS-405 Pharmacology	GS-840 Nuclear Engineering
GS-406 Agricultural Extension	GS-850 Electrical Engineering
GS-408 Ecology	GS-854 Computer Engineering
GS-410 Zoology	GS-855 Electronics Engineering
GS-413 Physiology	GS-858 Biomedical Engineering
GS-414 Entomology	GS-861 Aerospace Engineering
GS-415 Toxicology	GS-871 Naval Architecture
GS-430 Botany	GS-880 Mining Engineering
GS-434 Plant Pathology	GS-881 Petroleum Engineering
GS-435 Plant Physiology	GS-890 Agricultural Engineering
GS-436 Plant Protection and Quarantine	GS-892 Ceramic Engineering
GS-437 Horticulture	GS-893 Chemical Engineering
GS-440 Genetics	GS-894 Welding Engineering
GS-454 Rangeland Management	GS-896 Industrial Engineering
GS-457 Soil Conservation	GS-1015 Museum Curator
GS-460 Forestry	GS-1221 Patent Adviser
GS-470 Soil Science	GS-1223 Patent Classifying
GS-471 Agronomy	GS-1224 Patent Examining
GS-480 General Fish and Wildlife Administration	GS-1226 Design Patent Examining
GS-482 Fishery Biology	GS-1301 General Physical Science
GS-485 Wildlife Refuge Management	GS-1306 Health Physics
GS-486 Wildlife Biology	GS-1310 Physics
GS-487 Animal Science	GS-1313 Geophysics
GS-493 Home Economics	GS-1315 Hydrology
GS-510 Accounting	GS-1320 Chemistry
GS-511 Auditing	GS-1321 Metallurgy
GS-512 Internal Revenue Agent	GS-1330 Astronomy and Space Science
GS-601 General Health Science	GS-1340 Meteorology
GS-630 Dietitian and Nutritionist	GS-1350 Geology
GS-631 Occupational Therapist	GS-1360 Oceanography
GS-633 Physical Therapist	GS-1370 Cartography
GS-635 Corrective Therapist	GS-1372 Geodesy
GS-637 Manual Arts Therapist	GS-1373 Land Surveying

GS-1380 Forest Products Technology	GS-1530 Statistician
GS-1382 Food Technology	GS-1550 Computer Science
GS-1384 Textile Technology	GS-1701 General Education and Training
GS-1386 Photographic Technology	GS-1710 Education and Vocational Training
GS-1420 Archivist	GS-1720 Education Program
GS-1510 Actuary	GS-1725 Public Health Educator
GS-1515 Operations Research	GS-1730 Education Research
GS-1520 Mathematics	GS-1740 Education Services
GS-1529 Mathematical Statistician	GS-1750 Instructional Systems

Agencies are reminded that procurement notices, pursuant to HRS §103D-304 to persons interested in providing professional services, shall identify the professional class or category as specified in the statutes or rules. The agency may determine if specifying different expertise areas for a defined professional service or being more project descriptive will provide clarity for persons submitting their expressions of interest and statement of qualifications; and shall ensure contracts requires the professional to perform the substantial portion of the scope of work.

Examples of procurement notices considered not appropriate are:

1. Request for submissions that are not attributable to a defined professional class or category in the statutes or rules (i.e. Construction Manager, Construction Coordinator, Media/Public Relations Consultant, Environmental Assessment Consultant, Project Development Reports, etc.).
2. Do not identify a specific defined professional class or category but provides only a description of the scope of work or taskings that will be required.

HRS 103D-304 further details the procurement methods of professional services to, "...procured in accordance with sections 103D-302, 103D-303, 103D-305, 103D-306, or 103D-307, or this section; **provided that design professional services furnished by licensees under chapter 464 shall be procured pursuant to this section or section 103D-307.**" Limitations are placed on procurement of professionals under HRS Chapter 464, Professional Engineers, Architects, Surveyors and Landscape Architects; however, is applicable to only 'design professional services'. Surveyors may be procured using the various procurement methods.

Procurement of 'design-build' construction projects may be procured by competitive sealed proposals, and is not applicable to professional services procurement method.

If your staff has any questions, SPO staff may be contacted at:

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or please call me at 587-4700.