
	Personal Services Agreements Waivers: Appendix A2	Responsible Administrative Units: Human Resources
	Issued: May 31, 2006 Revised:	Contacts: Director of Human Resources, Christine Homer (chomer@mines.edu)

A2 - Non-Professional/Support Category

Services in this category **do not** require specialized training and/or require certification or licensure.

Type of Service

1. Advertising Services/Print Promotional Materials – that do not require design work: Advertising services are required for such things as faculty positions; to advertise special campus events to the public and to advertise construction bids. Services are provided by outside vendors, as CSM does not have staff qualified to perform these specialized services, or CSM does not have the equipment necessary to perform these services, or CSM does not have publications with the required/desired circulation.
2. Exterminating Services: The University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.
3. Courier Services: Courier services are provided by outside vendors as CSM does not have staff qualified to perform these specialized services, or CSM does not have the equipment necessary to perform these services. Services may include delivery to locations outside of the state or country and cannot feasibly be performed by CSM staff.
4. Student Recruit Data Collection Services: Services include collecting a nation wide list of high school students that meet possible criteria for attending CSM. The School does not have the staff or resources necessary to perform this specialized service.
5. Trash and Recycling Services: Services include trash removal from campus and recycling for the campus community. The School does not have the staff nor the equipment necessary to perform these services.
6. Moving Services, Vent Cleaning and Laundry Services: These services are provided by outside vendors as the School does not have the staff to perform these specialized services nor does the School have the equipment required.
7. Emergency Sewer Jet and Grease Trap Cleaning: The School does not have adequate staff or equipment to perform these services.
8. Security: Services includes crowd control at student events. The School does not have adequate staff to perform these services.
9. Safety Inspection: The School does not have the adequate staff to perform these services.

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10. Travel Support Services -- The School does not have staff with the required expertise to serve as professional travel agents, tour guides, foreign travel planners or tour event planners. The School will utilize State Travel Management selected providers for these services where these providers are the most economical. The School doesn't have the equipment or the staff to provide group bus travel services. These services will be provided by outside vendors.

The statutory citation approvable basis for this type of service can include one or more of the following:

Section 24-50-504(2)(c) – The contracted services are not available within the state personnel system, or cannot be performed satisfactorily by state employees, or are of a highly specialized or technical nature.

Section 24-50-504(2)(h) – The services are of an urgent, temporary, or occasional nature.

Section 24-50-504(3) – The contract is for purchased services. (The acquisition of services which directly benefit specific groups or individuals in the public at large.)

Section 24-50-513 – The services provided are for a term of six months or less and are not expected to recur on a regular basis.