

OSE Tip of the Day

SE-235 vs SE-240

February 24, 2020

With the Tip of the Day last week concerning Small Professional Services came several questions from addressees asking “what’s the difference between the SE-235 and SE-240 and when do I use one or the other”. The SE-235 and SE-240 are very closely related; but, they each serve a different purpose. Here is a few things to remember:

1. The SE-235 and SE-240 are never used together.
2. As noted at the bottom of the SE-230 (Transmittal of Small Professional Services Contract), an SE-230 accompanies an SE-235, or it accompanies an SE-240.
3. An SE-235 is an incidental services contract that contains the terms and conditions for consultant services **other than** the actual practice of architectural, engineering, land surveying and construction management. These services will probably deliver information similar to a report. Some examples might be cost estimating, master planning, feasibility studies, scheduling services, etc.
4. An SE-240 is a small contract that contains the terms and conditions for consultant services for the practice of architectural, engineering, land surveying and construction management. These services will probably deliver plans and specifications intended to be used for construction.

Your OSE Project Manager can help you decide which contract you need to use.