

# How to Use IT Professional Services Contracts

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## IT Professional Services Master Agreements

The EdgeMarket IT Professional Services [master agreements](#) provide an easy pathway to a broad array of services from a variety of proven service providers.

To access the master agreements, you will need a [Members Only](#) login.

## How to Use

Since the master agreements were created as a result of a [public procurement](#), you are free to engage any [provider](#) for any of the [scopes of service](#) that they have been awarded.

### The Basics

1. **Determine Your Need** - Identify what you need and document it in writing.
2. **Determine the Service Category** - Review the available [service categories](#) and determine which one(s) line up with your need.
3. **Determine Potential Service Providers** - Determine which of the awarded providers seem best suited to help you fulfill your need.
4. **Request a Proposed Statement of Work** - Contact the most likely provider(s) to share your need and request an proposed approach and statement of work. This process can be as formal (e.g. a Task Order Request for Proposals like a mini-RFP) or informal (discussion of need and options) as you prefer or need it to be.
5. **Select a Provider and Make the Transaction** - Finalize the statement of work, consummate the provider's form(s) of agreement, and issue your purchase order.

## Have Questions? Need Assistance?

Send a note to [edgemarket@njedge.net](mailto:edgemarket@njedge.net).