

Date Sent: June 29, 2017
To: purchmerge@list.pitt.edu

Contracted Services Agreements Processed through the Office of Research

Effective July 1, 2017, Contracted Services Agreements (CSAs) previously issued from the Office of Research will be issued as Services Agreements by Purchasing Services through the [PantherExpress System](#), as announced in early May. The Office of Research will continue to issue Subawards from externally sponsored projects. This change will allow better conformance with the Uniform Guidance [Procurement Standards](#) and allow for more consistency in how outgoing vendor agreements are processed across the University.

When determining whether a Services Agreement or a Subaward should be issued, consideration should be given to the nature of the relationship between the University and the party receiving the funds. Please reference the [Services Agreements page](#) for a comparison of characteristics present for either subrecipient or contractor relationships.

Submission Directions and Additional Details

- Requests for new Services Agreements and amendments to active Services Agreements as well as active CSAs previously issued through the Office of Research must be submitted to Purchasing Services using the revised [Contract Entry Form](#) through the PantherExpress System.
- Services valued at \$5000 or less may be processed at the departmental level using the [Services Agreement – Short Form \(Domestic\)](#). Please be sure to read the [Instructions and Guidelines for Use](#) for certain exceptions.
- Further guidance can be found on the [Services Agreement Checklist](#).
- The Office of Research has already provided copies of all active CSAs to Purchasing Services; departments do not need to submit copies of CSAs when requesting amendments.
- If you have questions regarding [whether services should be processed through Purchasing Services or the Office of Research](#) please call your assigned [procurement specialist](#) or contact in the [Office of Research](#) prior to submitting the request.
- Purchasing Services is still proceeding to increase the competitive bid threshold to \$10,000 in September of 2017. More information about the increase will be provided in July and August.
- Any remaining questions may be submitted through PantherExpress Customer Service through a [website inquiry](#) or phone call to 412-624-3578.

Thank you,
University of Pittsburgh - PantherExpress