

Service Agreement Checklist

Federal Contracts or Federal Other Transaction Authorities

This checklist details the required documentation and applicable links to information and forms necessary for the Services Agreement process using Federal contract or other transaction authorities (OTA) funds. For Federal grant purchases and/or non-federally funded service agreements, visit the [Purchase, Pay & Travel website](#) to find the correct checklists. If you have questions, contact [Purchase, Pay & Travel Customer Service](#).

1. Determine which office to approach and whether you need to complete a Services Agreement:

- ☐ Review the [Office of Sponsored Programs vs. Purchasing Services](#) chart. If the requested services reflect a **supplier** relationship, then proceed with the Services Agreement process as explained below. If the requested services reflect a **subrecipient** relationship, then contact the [Office of Sponsored Programs](#).
- ☐ Determine whether the service provider is an **independent contractor** or an **employee**. Do this by reviewing the [worker classification instructions](#) and then by completing the 20-Factor Test (if applicable) as described in the instructions.
- ☐ If the service provider is determined to be an employee - **stop here** - do not proceed with the Services Agreement process. Instead, in most cases, * you must hire the individual through University of Pittsburgh [OHR](#). *Contact your [procurement specialist](#) for assistance in the unusual situation of contracting with Pitt students.
- ☐ If you did not need to take the 20-Factor Test, or if the 20-Factor Test results indicate that the service provider is an independent contractor, then proceed with the Services Agreement process as described below.
- ☐ If the service provider is non-U.S., follow the guidance on the [International Services Agreements webpage](#) and then come back to this checklist. Non-U.S. service providers are contracted using the [Services Agreement \(Short Form-International\)](#) available on the PPT website or the International Services Agreement available to your assigned procurement specialist. For service providers in the U.S., use the [Services Agreement \(Short Form-Domestic\)](#) available on the PPT website or the Services Agreement available to your assigned procurement specialist.
- ☐ Note, using federal contract or OTA funds requires flowdown clauses from the awarding contract to be incorporated into the services agreement. Determining the applicable flowdown clauses is performed by Office of University Counsel. This determination may add multiple weeks to the processing time.

2. Compile the following documentation, complete as needed, and confirm the service provider is available in the PantherExpress System. For contracts sent to Purchasing Services, attach the applicable documentation to your contract request:

- ☐ Save the 20-Factor Test determination page, if applicable.
- ☐ Obtain a [Certificate of Insurance](#) that lists the University of Pittsburgh as the Certificate Holder and an additional insured and it must include a waiver of subrogation.
- ☐ Confirm that the service provider is available in the PantherExpress System. If not, complete a [Supplier Verification form and W-9 or W-8](#) as appropriate.
- ☐ Pitt Digital [Vendor Security Risk Assessment](#) "approval to proceed" email, as applicable.
- ☐ Retain a copy of all above documents as specified in the [Record Retention Policy](#).

3. Submit the Service Provider's invoice (after satisfactory services are provided):

- ☐ Final Step: After the Services Agreement is executed in Contracts+, use the PantherExpress System Contract Payment Form to generate a purchase order to create invoices against for payment. If the Services Agreement (Short Form) is executed, use the PantherExpress System Short Form Services Agreement Specialty Form to generate a purchase order to create invoices for payments. For detailed steps, review the [PantherExpress System SharePoint site](#).

For Service Agreements \$15,000 or under

If the services involve the following, contact your assigned procurement specialist before proceeding:

- Service provider creating, hosting, maintaining or having access to any of the following types of information/data:
 - Personally identifiable information (PII)
 - Protected health information (PHI)
 - Education records covered by FERPA
 - Student financial information covered by GLBA

- Payment card information (accepting [credit card data](#))
 - The use of any data defined on the [Vendor Security Risk Assessment](#)
 - Service provider accepting [credit card data](#).
- A service provider's request to [publicize](#) any University details or information beyond simply including the University's name on a list of customers.
- Service provider has direct contact with minors.

If the services do not include any of the above items:

- ☐ Complete the [Services Agreement \(Short Form\)](#) and print.
- ☐ Complete the [Schedule A - Scope of Services](#) if the services you are purchasing require detailed explanation.
- ☐ Have the Services Agreement (Short Form) signed by an authorized manager either on paper or through DocuSign.
- ☐ Process through DocuSign or send a signed, scanned version of the Services Agreement (Short Form) by fax or email to the service provider with instructions "Service provider is to sign the Services Agreement"; and
- ☐ Submit the Services Agreement (Short Form) with all supporting documentation through the Short Form Services Agreement Specialty Form in the PantherExpress System.

For Service Agreements over \$15,000

Consider and submit the following through the Contracts+ Request Form in the PantherExpress System

(prior approval from [Pitt IT](#)¹, [eBusiness Resource Group](#)², and/or [University Communications](#)³):

- ☐ Select "yes" to the applicable risk questions in Contracts+ if there is:
 - Exchange of [confidential or proprietary information](#)¹;
 - [Personally Identifiable Information](#)¹; [Protected health information \(PHI\)](#)¹;
 - [Access to the Pitt network](#)¹
 - Service provider accepting [credit card data](#)²; and/or
 - Service provider's request to [publicize](#)³ any University details or information beyond simply including the University's name on a list of customers
 - Service provider has direct contact with minors
- ☐ Results of the 20-Factor Test, [if applicable](#).
- ☐ Completed [Schedule A - Scope of Services](#).
- ☐ Service provider's quote or proposal.
- ☐ [Certificate of Insurance](#) evidencing University requirements.
- ☐ If not using a competitively bid Contracted Supplier, provide evidence of competitive bidding or a [Directed or Sole Source Justification Form](#) with an approval signature.
- ☐ Submit all of the items specified above and in #2 above.
- ☐ If necessary, a [Supplier Verification form and W-9 or W-8](#) as appropriate.