**Services Agreement Checklist - Federal Grants**

The checklist below will guide you through the Services Agreement process using Federal grant funds. Click here for the checklist for all other funding methods. Contact Purchase, Pay & Travel Customer Service online or at 412-624-3578 if you have questions.

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, contact the Office of Sponsored Programs at 412-624-7400 or the Grant/Contract Officer assigned to your department.
   - Determine whether the Provider is an independent contractor or an employee. Do this by reviewing the worker classification instructions found [here](#), and then by completing the 20-Factor Test if applicable.
   - If the Provider is determined to be an employee - stop here - do not proceed with the Services Agreement process or forward the Services Agreement to the Purchasing Services department. In most cases,* you must hire the individual through Human Resources.
   - Contact your procurement specialist for assistance 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.

For Services Agreements $10,000 or under

If the services involve the following, contact your assigned procurement specialist before proceeding:
- The use of any data defined on the Vendor Security Risk Assessment;
- A Provider accepting credit card data;
- A provider's request to publicize any University details or information beyond simply including the University's name on a list of customers;
- Provider having direct contact with minors, performing services in University dormitories or children's buildings.

If the services do not include any of the above items:
- Complete the Services Agreement (Short-Form Domestic) and print;
- Complete the Schedule A - Scope of Services if the services you are purchasing require detailed explanation;
- Have the Services Agreement (Short-Form Domestic) signed by an authorized manager either on paper or through DocuSign;
- Process through DocuSign or send a scanned version of the Services Agreement (Short-Form Domestic) by fax or email to the Provider with instructions “Provider is to sign the Services Agreement”; and
- Submit the Services Agreement (Short-Form Domestic), all supporting documentation, and (if necessary) a Supplier Verification form with W-9 or W-8 as appropriate, through the Short Form Services Agreement Form in the PantherExpress System.

For All Services Agreements over $10,000

Submit the following through the Contracts+ Request Form in the PantherExpress System (prior approval from Pitt IT, eBusiness Resource Group, and/or University Communications):
- Select ‘yes’ to the applicable risk questions in Contracts+ if there is:
  - exchange of confidential or proprietary information;
  - Personally Identifiable Information;
  - a Provider accepting credit card data; and/or
  - a Provider’s request to publicize any University details or info beyond simply including the University’s name on a list of customers;
- A provider having direct contact with minors or performing services in University dormitories or children’s buildings.
- Results of the 20-Factor Test, if applicable;
- Completed Schedule A - Scope of Services;
- Provider’s quote or proposal;
- Certificate of Insurance evidencing University requirements;
- Evidence of competitive bidding or a Directed Sole Source Justification Form with an approval signature provided by a dean, department director, or department chair; and
- If necessary, a Supplier Verification form and W-9 or W-8 as appropriate.

2. **Compile the appropriate documentation, complete, and confirm that the Provider is available in the PantherExpress System:**
   - Save the 20-Factor Test determination page, if applicable.
   - Obtain an IRS W-9, W-8, or applicable IRS document from the Provider.
   - Obtain a Certificate of Insurance that lists the University of Pittsburgh as the Certificate Holder and an additional insured.
   - Confirm that the Provider is available in the PantherExpress System. If not, complete a Supplier Verification form and W-9 or W-8 as appropriate.
   - 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 contract has been established in Contracts+, use the Contract Payment Form in the PantherExpress System to generate a purchase order to post invoices against the purchase order. For detailed information, review the information on the PantherExpress System Sharepoint site.

For Services Agreements between $10,000.01 and $50,000

- Submit all of the items specified in the “Over $10,000” list.
- Use the Request for Quotation template to submit competitive bids results.

For Services Agreements between $50,000.01 and $250,000

- Contact your Procurement Specialist to prepare a Request for Proposal (RFP)
- Submit all of the items specified in the “Over $10,000” list.

For Services Agreements over $250,000

- Obtain independent estimates before issuing an RFP.
- Contact your Procurement Specialist for help preparing a RFP.
- Publish RFP on the Purchase, Pay & Travel website.
- Identify all evaluation criteria and their relative importance.
- Solicit from an “adequate” number of qualified sources.
- Have a written method for conducting technical evaluations of the proposals and selecting recipients.
- Award the contract through price analysis to a responsible firm whose proposal is most advantageous.
- Submit all of the items specified in the “Over $10,000” list.

For Non-Competitive Proposals

- Submit a completed directed or sole source justification form. Obtain a signature of approval from a dean, department director, or department chair.
- Sole source purchases over $10,000 are allowable under the following circumstances:
  - Available from only a single source
  - Expressly authorized written permission from the awarding agency
  - Public Exigency
  - Competition is deemed inadequate after RFP
- Only University-wide contracted suppliers marked as “yes” under Uniform Guidance on the table meet the Uniform Guidance competitive bidding requirements for bids over $10,000
- For purchases over $250,000, sole source justification must be accompanied by a cost-analysis.
- You may “piggyback” off an existing public contract that was competitively bid for sole source purchases over $10,000.

*Contact your procurement specialist for assistance contracting with Pitt students.*

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