Effective immediately, all engagements for professional services must have a fully executed agreement in place prior to the vendor beginning work on any project. The professional service engagements may involve partnerships, corporations or individuals and use either the University’s standard Professional Services Agreement or the service provider’s contract which must be reviewed and approved by MUSC Legal Counsel. We have updated the Professional Services Agreement, and it can be accessed at the following link:
http://academicdepartments.musc.edu/vpfa/forms/purchasing/professional%20services%20contract.doc

Utilizing the above Agreement for entities other than individuals is a major change that University Purchasing is implementing. Further, please be reminded that consultant professional services where the value exceeds $50,000 requires prior approval of the MUSC Board of Trustees. Consultant services, for purposes to determine BOT approval, are defined as services performed by an expert, one who is very skillful, knowledgeable and accomplished in a special field. Primarily the consultant:
- Is generally not employed by the institution;
- Performs in an advisory role or acts as a counselor;
- Provides expert advice about someone or something;
- Evaluates work already performed and provides an independent report;
- Is not engaged in performing actual work functions;
- Is not supervised by MUSC personnel.

To ensure you have agreements in place so that services begin in a timely manner, it is highly recommended that agreements be prepared immediately after the work scope is developed.

Another key factor to remember relates to background checks and drug screens. If the professional services being engaged require seeing patients, conducting surveys, working on campus, teaching a class, there is a strong possibility that a background check and drug screen will be required. If in doubt about whether these will be required, contact your Buyer.

As always, if you have questions or concerns regarding this Bulletin or the preparation of a professional services agreement, do not hesitate to contact your assigned Buyer in Purchasing.