PROFESSIONAL SERVICES AGREEMENT (PSA) CHECKLIST

☐ Services being provided have not started at this time

☐ I have allowed at least 30 days for processing this PSA through the MarketPlace workflow

☐ Contractor being hired is employed on a fee basis and not providing a tangible product

☐ Contractor will be coming on campus; contact HR for background check

☐ PSA contract form is latest revision dated: 5/24/17

☐ Terms of the Agreement have been thoroughly provided. Include deliverables timeline, information on milestone payments, etc. Add attachments, if necessary to fully document the complete scope of services being provided

☐ Fee Schedule: Choose item 1 or 2; detail the payment frequency; delete the item not used

☐ Out-of-pocket expenses will be in addition to the fee; Include a not to exceed amount and create a second line on the purchase requisition

☐ Item 8 MUSC Coordinator: name and address has been provided

☐ No changes have been made to this PSA contract. Any changes made have been highlighted for the Buyer; will require Legal review for revisions

☐ Signature pages to be submitted with no signatures; Note: A department signature is optional, but not required

☐ PSA contract is completely filled out and ready to be submitted via MarketPlace

☐ Select appropriate PSA form (Individual or Non-Individual) in the MarketPlace

☐ New Vendor: select “PSA Vendor” for supplier name in the MarketPlace

☐ Attach PSA contract in the MarketPlace as a Word document; not pdf

☐ Individuals only: attach EICCC form

☐ >$10,000: attach Grant Certificate or Sole Source justification

☐ Consultant >$50,000: attach Major Purchase form

☐ Double check that all required documentation has been attached to the MarketPlace form