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: 9/27/2013
- 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