

Service Contracts

The process to request the acquisition of a service is similar to the requisitioning of supplies and equipment from the requesting department's point of view.

1. Determine that monies are available in the departmental budget
2. Obtain the necessary vendor information
3. Create an online SAP Purchase Requisition
4. The appropriate electronic signature releases are made
5. The Purchase Requisition arrives in the Procurement Services Office for processing

The purchasing of Services follows the same rules and dollar limits for bidding/quotes, sole source procurement, and entering of requisitions that are used for the purchase of supplies & equipment. The purchase requisitions for services need to provide a greater level of detailed information than a requisition for the purchase of a commodity. The user will need to make sure that their requisition clearly indicates information regarding the "Who/What/When/Where/How" of the service to be purchased.

WHO: Complete vendor contact information is needed.

- Vendor name, address, phone & fax numbers, e-mail address, point of contact
- Federal ID number or Social Security Number of the individual or firm providing the service

WHEN: When is the service needed?

- Date the service is to be provided
- Time of service: beginning and ending times
- Will this contract be renewed in the future

WHERE: Location of where the service is to take place.

WHAT: A detailed description of the service required.

- Itemized cost breakdown (Time & Material or Lump Sum/Fixed price)
- Any Attachments from the vendor must be forwarded to the Procurement Service Office for review and possible revision
- The "What" must be explicit enough to be enforceable in the event of a dispute
- Any Department(s) needing the service must be clearly stated. If the service is for equipment, give a complete description (manufacturer, model, serial number, etc.) and the location of the equipment
- Attachments and Terms & Conditions: Requesting departments should forward to the Procurement Services Office any vendor issued quotations, descriptive attachments, or a listing of vendor-issued terms and conditions. These items will be incorporated into any Service Purchase Contract (SPC) and made part of the contract where deemed appropriate by the Contracting Officer.

Examples of Service Purchases: consultants, external reviewers, equipment maintenance/repairs, rentals of tents and other equipment, speakers or entertainers, annual inspections & preventive maintenance, photographers, outside coaches & officials for athletic camps, bus trip arrangements, interpreters, models, workshops or training to be held on campus, leases, etc.

How much time is required to process a request for purchase of services? The time required to process a request for service varies, and is primarily dependent on the dollar amount of the purchase due to the level of signatures required.

REFER TO THE CHART....

Citizenship: Please indicate on the requisition if individual is a U.S. citizen or a non-U.S. citizen. If a non-U.S. citizen, department must provide a copy of the individual's visa and/or employment card or a permanent resident card to Procurement Services via an e-mail to the Purchasing Agent or fax to 724-357-2670. The purchasing agent must confirm the proposed consultant/speaker/entertainer is not on the Specially Designated Nationals List by checking the federal consolidated list available at [US Treasury SDN List](#). *Proposed consultant/speakers/entertainers whose names appear on this list cannot be awarded a contract by the university.*

Please note that all non-U.S. citizens will have 30 percent withholding taxes applied to their fee.