**SERVICE AGREEMENT INFORMATION SHEET**

This form is to be completed by the Department person responsible for bringing a consulting firm, individual consultant, service provider, or other individual or entity to UNC’s Campus or for an off-campus event. This form will serve as the basis for drafting the Service Agreement or Performance Event Contract, as determined to be the best fit by the Purchasing & Contracts Specialist, John Chaplain @ [john.chaplain@unco.edu](mailto:john.chaplain@unco.edu)

**PLEASE PROVIDE THESE ITEMS:**

1. If a proposal or agreement was provided by the Person or Entity, please return it with this form.
2. A W-9 must also be provided with this Form so a Bear # may be created and so we can verify they are not on the Federal Disbarment list.
3. If the person is being paid under a Social Security Number, as evidenced by the W-9, then an Independent Contractor Agreement must also be submitted by the Department as the payment document via the Accounts Payables process, referencing the UNC contract number, once fully executed.

**DETAILS FOR THE AGREEMENT OR CONTRACT**

1. Name of Person or Company with whom to be Contracted:
2. Mailing Address of above Person or Entity:
3. What is the value of this contract? Is it a one-time payment, upon invoice, equal monthly payments, does this include reimbursement of incidentals? Will any travel expenses be reimbursed upon submission of invoice and receipt? Please be specific if there are any benchmarks required that the vendor must meet to receive payment.
4. What types of liability exist to the University? Is there any hazardous work being done on-campus or does it involve electrical, plumbing, exposure or risk through virus or cyberattack to UNC systems, or in being hacked and losing PII or PHI via vendor’s computer systems, etc? If so, please explain.
5. To what address and to whom should vendor send invoices? Is regular mail or email preferred?
6. Scope of Work? This should be a clear outlining of the work to be performer or the services rendered for UNC. If there is a proposal, it can be sent to John Chaplain for incorporation. UNC does not pay from vendor proposals.
7. Start Date and End Date of Initial Term.
8. Is there a renewal term available? If so, how many 1 year terms are feasible (up to 5 years total for the contract)? Ideally, initial term is set so that it ends on June 30th of the current fiscal year. If it is April or May, then the initial term would stretch 14 months, with up to three additional 1 year terms possible. If it is August, then the initial term would be through June 30 of the following year, but in this scenario, four additional 1 year terms are possible.
9. Where will work be performed.
10. Any special obligations for UNC?
11. Who will retain ownership of the work or service performed upon completion?
12. Please provide the following information:

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| **UNC REPRESENTATIVE:**  name:  tITLE:  ADDRESS:  phONE:  CELL:  Email: | **VENDOR REPRESENTATIVE:**  NAME:  TITLE:  ADDRESS:  PHONE:  CELL:  Email: |

THANK YOU! PLEASE RETURN TO [JOHN.CHAPLAIN@UNCO.EDU](mailto:JOHN.CHAPLAIN@UNCO.EDU)

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