



# The February 2017 Local Procurement Blast of the Month

## What is a Professional Services Agreement?

Professional Services Agreements (PSA) are necessary when a department has a business need to complete work, and the needed resources or expertise are not available within UCOP staff.

Local Procurement supports UCOP departments in the formal documentation of agreements between the respective UCOP department and the supplier.

A PSA does the following:

- Contractually obligates a supplier to complete a specific scope of work in a defined period of time
- Ensures the work is being done in compliance with terms and conditions set forth by specific legislation or UC's Office of the General Counsel
- Ensures that the supplier has the proper insurance in place to protect the University from liability

## How do you get started on the PSA process?

There is a pre-approval process for hiring outside consultants and independent contractors called the Request for Approval for Contractor or Consultants (AC&C). The completion of the AC&C must be routed for proper approvals before the PSA process can begin with Local Procurement. Additionally, if the engagement is over \$20,000 a Presidential Decision Memo must be completed.

Click here for details on how the [Pre-Approval Process for Contractor or Consultants](#) (including the Decision Memo requirements) works.

More information about PSAs and other agreements can be found on the Local Procurement web site. <http://ucop.edu/procurement-services/policies-forms/index.html>

Questions? Please let us know at [UCOPCONTRACTOR@ucop.edu](mailto:UCOPCONTRACTOR@ucop.edu)

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