Procuring Professional Services

Contracting and Procurement Team (CAPS)
Training Objectives

- What’s the difference between a Personal Service Contract (PSC) and a Personal Service Invoice (PSI)
- Required fields for PSC’s and PSI’s
- Non-Resident Alien Resources
- What happens to my PSC and PSI after I send it in?
- Procurement Thresholds
Four questions to ask when determining to use a PSC vs a PSI

1. What’s my budget for this engagement?
2. How long is the engagement?
3. How will I structure my payments to the vendor?
4. Will my engagement occur in the future or past? If so, what is the timeline?
What’s my budget for this engagement?

- $5,000 or less in calendar year - PSI, including multiple PSI’s
- $1.00 - $25k in a fiscal year with multiple payment paid off of a PO - PSC Only
- $5,000 or more - PSC only
- $25,000 or more - Request for Quote (formal process)
- $150,000 or more - Request for Proposal (formal process)
How long is the engagement?

- Greater than three weeks - PSC
- End date extends more than three weeks into the future with multiple payments - PSC
- Less than three weeks, less than $5k total and/or has already occurred - PSI
- Total payments do not exceed $5k in a calendar year
How will I structure my payments to the vendor?

- Single payment to vendor- PSC or PSI
- Multiple payments, paid against a PO - PSC
Restrictions for PSC and PSI Use

- Contractor/vendor has been an employee in the current calendar year - may not be paid on a PSC or PSI, must work with HR on a wage agreement

- Non-Resident Alien status - PSC Only

- Contractor/Vendor may not be paid prior to first day of engagement
PSI - Field by Field

- Banner Invoice Number - Required / Timing
- What if the vendor is a corporation?
- Services to be Performed - Remember, this is a contract, be brief and specific
- Dates of Service
- Payment
- Signatures
What Happens to my PSI?

- Send directly to Campus Accounting Services (CAS) for processing like all other invoices
- Mail Code: FAST - CAS
- Quarterly audit by CAPS team
- Feedback to department personnel if necessary
PSC - Field by Field

- Banner Document Field
- Vendor ID Field
- PSC No Field
- Department
- Contractor
PSC - Continued

- Contract Term - Start Date
- Contractor’s Fee/Honorarium or Contractor NTE?
- Contractor’s Fee/Honorarium for a fixed fee; can include multiple payments
- Contractor Variable Fee NTE; define amount and explain payment schedule.
Expenses - Check at least one box, check all boxes that apply.

Total Payments: Total payments made to contractor shall not exceed X.

Total Dollar Amount for Fiscal Year - Keep a running total of contractor spend per fiscal year. Amount cannot exceed $25k per fiscal year.

Fiscal Year Cross Overs: Encumber current FY total on original PSC, encumber balance on next FY PO (contact CAPS Team to approve your new PO).
Attachment A - Terms and Conditions - You must provide them to the contractor.
Attachment B - Additional SOW page
Attachment C - MUST BE INCLUDED
Attachment D - Sole Source Justification if over $25,000.00
PSC - Continued

- Department Head - Authorization/approval of expenditure. Required signature and date.
- Contractor - Certification, signature, date, demographic information.
- Contractor Citizenship Status - Contractor MUST select one.
PSC - Continued

- Performance Dates: Start Date and End Date.
- Scope of Work
  - Remember, this is a contract. Be specific about your needs and expectations. Use Attachment B if you need additional space.
- Grant Approval (if required).
- PSC Accounting Information.
- Form prepared by information.
Attachment C

- REQUIRED
- Contractor is a Corporation -OR- Contractor is Independent Contractor
- If independent must check four or more boxes
- Contractor sign and date
- Department Head Approval - sign and date
PO’s for PSC’s

- Account Code for all payments to vendor is 24599 (Other professional services 1099 or W-2 Tax Reportable)

- Third party reimbursable items, account code based on what’s being reimbursed
Necessary PO Language

- FOAPOXT:
  - PSC Number (auto assigned from the form)
  - Date Span
  - Brief SOW
  - Your name and contact information
  - We will return your PSC if you PO does not contain the required language
  - The PO is a legal document
More PSC Stuff?
PSC Amendment

- Use PSC number from original document
- Identify Amendment Number
- Date/Contractor Information
- Banner Document Number - Only necessary if increasing contractor fee/honorarium
- Extend term, increase fee, authorize additional expenses, amend SOW.
What happens to my PSC or PSC Amendment?

- Email to:  contract@pdx.edu
- Mail Code:  FAST - CAPS
- Entered into CAPS data base, contract officer assigned, document review, feedback to department personnel if necessary, complete review, sign off, approve PO.
- Return pdf to you for your records and vendor records
Contracting with Foreign Nationals

- Be prepared far in advance.
- Follow the instructions on the web page.
- Provide the instruction to the Foreign National.
- “ALL SERVICES PERFORMED IN (COUNTRY). NO SERVICES PERFORMED IN THE U.S.” do not require special forms - identify this in your first sentence on SOW page.
- Resident Alien - no special forms required.
Contracting with Foreign Nationals Continued

Canadian Contractors - Contact CAPS Contract Officer as soon as possible, BEFORE the contractor travels to the U.S. Canadian citizens are required to declare their intent to work and must obtain a properly processed I-94 Arrival/Departure Document. Must also have the I-94, marked with B-1 or B-2 OR THEY CANNOT BE PAID.
Contracting with Foreign Nationals
Continued

- PSU contact for Visa questions David Brandt, International Scholar and Faculty Advisor, Office of International Affairs, ext. 5-8596 or dbrandt@pdx.edu
Do not create a PO for NRA PSC’s. This is done on the back end by CAS.
When in doubt....Reach Out!

- Phone - 5-3441
- Email - contract@pdx.edu