

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.

PSC - Continued

- ▶ 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 can not 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).

PSC - Continued

- ▶ 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

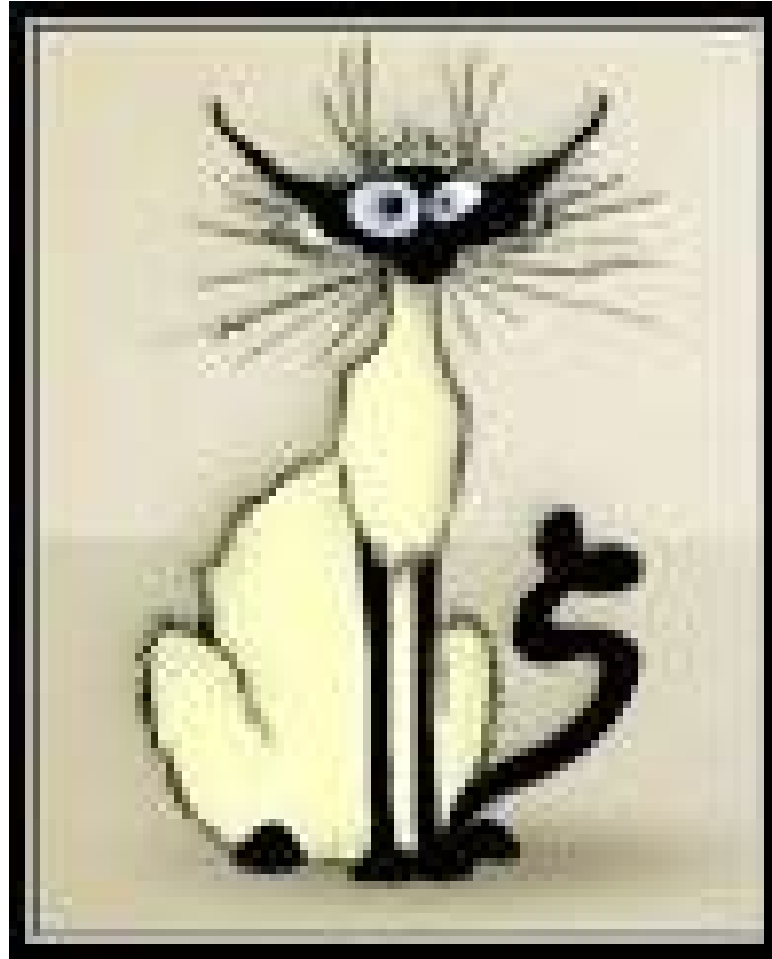
- ▶ Account Code for all payments to vendor is 24599 (Other professional services 1099 or W-2 Tax Reportable)
- ▶ Third party reimbursable items, account code based on what's being reimbursed

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 your 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

Contracting with Foreign Nationals Continued

- ▶ 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