

Process and Name Changes for PantherExpress System Professional Services Agreements

Effective Monday, May 2, 2016 the submission process for PantherExpress System Professional Services Agreement (PSA) Specialty Forms will change and **the *Professional Services Agreement Specialty Form* will be replaced with the *Services Agreement Specialty Form* in the PantherExpress System.**

If you are registered to use PantherExpress System Specialty Forms, you have already been notified about this change, and over the last two weeks, you would have been invited to attend a training webinar that covered all aspects of this change. This announcement is for a broader purchasing audience; therefore, if you are not registered to use PantherExpress System Specialty Forms, this may be the first time you are hearing about this change.

Live webinar sessions covering this change have concluded; however, if you missed the live webinar, a recorded webinar is available on [this page](#) under the heading *Specialty Forms Training Modules*.

PSA Submission Process and Name Changes – What is Changing and Why

PantherExpress-Purchasing Services and the Office of General Counsel (OGC) heard comments from the University buying community that, in many instances, the Professional Services Agreement (PSA) was difficult to use, unwieldy, and often not appropriate and thus rejected for some service purchases. Therefore, PantherExpress-Purchasing Services and OGC have developed a **Contract Entry Form** for department buyers to complete and submit for service requirements over \$10,000.

Department buyers will no longer be required to complete a PSA for services valued at greater than \$10,000. Instead, department buyers will complete and submit a simple Contract Entry Form (including scope of services) through the Services Agreement Specialty Form in the PantherExpress System. PantherExpress-Purchasing Services and OGC will then determine the appropriate contract form and develop the contract for the department buyer.

Finally, the name “Professional Services Agreement” or “PSA” will no longer be used and will be replaced by the name “Services Agreement” across-the-board.

PSA Templates are Going Away

Effective Monday, May 2, PSA templates will no longer be available, and the replacement forms referenced below will be posted in alphabetical order on the [PantherExpress Website’s Forms](#) page.

For Services Agreements **\$10,000 or under**, use the [Services Agreement \(Short-Form Domestic\)](#) and, if appropriate, [Schedule A – Scope of Services](#) (a revised version of the original Scope of Services document). Submit these and [all other applicable attachments](#) through the Services Agreement Specialty Form in the PantherExpress System.

For Services Agreements **over \$10,000**, submit a [Contract Entry Form](#) (instead of a PSA), [Schedule A – Scope of Services](#), and [all other applicable attachments](#) through the Services Agreement Specialty Form in the PantherExpress System. A Services Agreement will be generated for you based on the information that you have entered on the Contract Entry Form.

Please refer to the revised [Services Agreement Checklist](#) (formerly PSA Checklist) for detailed instructions. If you have questions, please [view the recorded webinar](#) located under the heading *Specialty Forms Training Modules*. If you have questions after you have viewed the recorded webinar, please contact PantherExpress Customer Service by [submitting an inquiry](#) or by calling 412-624-3578.

Thank you,

University of Pittsburgh - PantherExpress

UPDATED 9/5/2017: The dollar values have been changed to reflect the new competitive bid threshold of \$10,000.