

Services Agreement (Short Form – Domestic)

The Office of General Counsel, in coordination with the Purchasing Services Department, has developed a new simplified, short-form services agreement. The Services Agreement (Short Form – Domestic) replaces the Professional Services Agreement when contracting for services valued at \$5000 or less.

The Services Agreement (Short Form – Domestic) was created specifically for use at the departmental level, and is intended to be more reasonable and appropriate for smaller value services needs.

We are taking this opportunity to introduce the new form and its highlights to you now. The form is available [here](#)—on the *forms* page of the PantherExpress website under “Services Agreement (Short Form – Domestic)”. You may use the form now—instructions are included in the first several pages. We will, however, be offering at least one in-person instruction session, and invitations will be distributed beginning in late January 2016. The instruction session will cover how to and when to use the Services Agreement (Short Form – Domestic).

Highlights

- The agreement is brief—only two and a half pages—with highlighted areas that make it easy to enter basic, essential information. All highlighted areas are editable.
- Preceding the agreement are help sections titled *Instructions for Use*, *Drafting Tips*, and *Minors*. The *Minors* section includes steps to take if the services will involve contact with minors.
- The agreement allows the preparer to enter a short description of services in the body of the agreement or, if needed, a more detailed scope in Schedule A.
- The agreement also provides the preparer flexibility in determining insurance requirements. The *Drafting Tips* section provides guidance regarding assessing risk and insurance.

Submission Instructions

Once the agreement has been executed by the parties, submit the agreement through the Professional Services Agreement Specialty Form in the PantherExpress System.

As always, preparers may contact PantherExpress Customer Service or their department’s assigned procurement specialist for advice, guidance, and assistance.

Contact Information

For PantherExpress Customer Service, submit a [web inquiry](#) or call 412-624-3578. If you want to contact your procurement specialist, [view this page](#) for contact information.