**Professional/Personal/Consulting Services Agreements**

**Definition:** Personal or Professional Services (PSA) provided by independent contractors or non-employees who have specialized skills, knowledge, and resources to perform unusual or technical services unavailable from University personnel. Examples include consulting services, speakers, filming events, or lecturing.

Individuals performing services for the University must be appropriately classified and hired either as an independent contractor through a contract processed by Procurement and Contract Services (PACS) or as an employee through Human Resources (HR). Please see the “Employee vs. Independent Contractor” form found on the PACS website to determine the individual’s status. PACS will process independent contractor contracts and HR will process employee contracts. Departments may contact the PACS or the HR Office for guidance regarding the proper classification of a service provider.

**Note:** If the contractor is a full-time employee of another State of Tennessee Agency (example: Tennessee Department of Health, MTSU, or ETSU), please use the Dual Services Agreement APSU as the Procuring Party. For APSU full time employees proving services for another State of Tennessee Agency please use the Dual Services Agreement APSU as the Vendor Party.

All proposed contracts of $20,000 or more (including renewals and amendments, and excluding grants, which is $10,000 or more) must be competitively bid unless adequate sole source justification is provided by attaching a completed “Sole-Source Justification Form,” signed by the requesting APSU department and an exclusive source letter from the contractor signed and dated on company letterhead per section 5.2.5. of the Procurement and Contract Services Manual.

If the service cannot be sole-sourced, please use the “Bid Request Form” found on the front page of Govs e-Shop to start the bid process.

Gov e-Shop: A completed and authorized “**Professional/Personal/Consulting Services Agreements Routing Form”** must accompany all requests for services provided by an external party for the University routed to Procurement and Contract Services at four (4) weeks before the contract start date. All proposed routing forms must be reviewed and approved by the department chair/activity head or higher and Procurement and Contract Services before the contract’s execution by the President or delegate per policy 4:002.