The University of Massachusetts Contract for Services long form is a legal document and requires proper execution to avoid litigation. Please contact Procurement if you have any questions or concerns on how to complete the document. Incomplete or incorrect documents will be returned. For policy on when a contract form is required, see Processing Requirements for Purchases on the Procurement website www.umass.edu/procurement under Training & Support.

INSTRUCTIONS FOR COMPLETION

Page 1. Enter a date at the top of the page. This date cannot be after the start date of the contract.

Enter the vendor’s complete legal name and address. Post Office boxes are not accepted.

Section 1. Scope of Services- Briefly describe the services that will be rendered by the vendor. For a complex service, a few sentences will suffice, followed by a reference to an attachment that details the services being contracted. The attachment should be referenced as: “Per Attachment A, consisting of (number) pages, attached hereto, and made a part hereof.” The attachment should be marked as “Attachment A”. For more than one attachment (price lists, payment schedules, etc.), reference as Attachment B, C, etc.

Section 2. Contract Amendments- Amendments are documents that change the Terms and Conditions of the University’s contract. Amendments should be labeled and described the same way as the Attachments- “per Amendment A consisting of (number) pages, attached hereto and made a part hereof”, etc.

Section 3. Dates of Performance- Insert Start and End dates of the services to be performed.

Section 4: Responsible University Official- This is the person in your department who exercises managerial and budgetary control for the contract.

Section 5. Payment- This section details how much will be paid, when, and how. If there is a specific payment schedule involved, a reference can be made to an attachment, such as “payment per schedule on Attachment B”. This section also details whether any other expenses, such as travel, supplies, etc. will be reimbursed and to what amount. Section E. is the total of all payments including services and reimbursements that will be made against this contract. No payments will be made over this amount without an executed amendment to the contract.

Page 4. #30- Complete the section detailing the contact information for the University and the vendor. This contact information is where notices may be made in writing concerning this contract. Mailing addresses, along with telephone numbers, and email addresses can be included.

Send the contract to the vendor BEFORE the signature by the University. This enables the vendor to review our Terms and Conditions and raise any concerns before signing. Once the contract has been signed by the vendor and department, it should be attached to the requisition in Buyways as an External Attachment for processing by Procurement.

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