Instructions for the use of a standard Consultant Agreement

What is the Consultant Agreement?

There are a number of standard agreements for services provided by outside professionals on a fee for service basis. Generally, consultant agreements are contracts with corporations and/or unincorporated businesses to provide unique, special services, or to complete a pre-determined scope of work for the University. The Rider to the Consultant Agreement should be attached as an addendum to any agreement submitted by a Consultant to provide services to the University.

Current standard Consultant Agreements include:
Consultant Agreement
Rider to Consultant Agreement
Rider to Fundraising Consultant Agreement
Design Consultant Agreement – (Used only by University Relations)
Video/Photographer Services Contractor Agreement

Due Diligence:
When doing business with a corporation, the originating unit wants to confirm that the corporation is engaged in an ongoing business and that the corporation was not created to merely provide services to the University. If the corporation is small and newly formed, the Originating Unit should request and review the corporation’s: 1) Client List; and 2) Articles of Incorporation. This information should be forwarded with the contract package.

Other Considerations:
If required, the Consultant’s certificate of insurance must be submitted with the contract package. Professional consultants, i.e. consultants that must be licensed by the State of New York to provide the services under the agreement, must provide professional liability insurance.

Examples:
Fundraising Consultant – Used for consultants that provide fundraising services to Pace.

Design Consultant – Used for consultants that provide graphic design services to Pace.

Video and Photographic Services Consultant – Used for consultants that provide video or photographic services to Pace.

Note: The Independent Contractor Agreement should be used for all other consulting services.