

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:3.11
Subject: Service Contracts/Operational	

A Service Contract is a non payroll payment for performance of a specialized service, generally over an extended period of time. These payments are usually made to a legal entity other than an individual. Normally service contracts require the delivery of a defined end product or service. Examples of such services are:

Messenger/Mail Service, Advertising Services, Cleaning Services, Pest Control, Computer Services, Medical Services, Transcription Services (Companies Only), Video Duplication and Production Services, etc.

University Legal Services

All contracts for legal services must have the prior approval of University Counsel.

Temporary Services

Non payroll payments for performance of service by temporary secretarial or non professional personnel are on State Contract. Departments must take advantage of the Commonwealth of Massachusetts, "Temporary Clerical Help Master Service Agreement." Copies are available from the Purchasing Department.

Procedure

\$1.00 and up to \$25,000

In cases where the Contract does not exceed \$25,000, in any fiscal year, no formal bidding procedure is required. The department is responsible for drawing up and executing the appropriate State Standard Contract.

Over \$25,000

In cases where the Contract exceeds \$25,000 annually, the Purchasing Department will bid competitively whenever practicable. The procedure must involve either the solicitation of formal written proposals or an **extensive** sole source justification must be submitted. Funds must be encumbered in advance and a State Standard Contract Form must be completely executed before commencement of services.