Contracting Outside Service Providers

**OPERS Requirements**

All Departments must use a Professional Services Agreement for any Individual Outside Service Providers that are expected to be paid by the University for special services.
To begin the process:

Prepare a **Professional Services Agreement Form** in detail as indicated on the form.

After the form is filled out, complete the steps in the following list that apply to your department:

You can find blank contracts on the Academic Personnel or Human Resources website.
BEFORE services are rendered

If Your Department reports to the Provost

1. Obtain signatures of the Independent Contractor and Department Chair/Director as applicable
2. Submit the signed form to the Dean or Director of the unit to be signed
3. Send the Draft Agreement Form to Academic Personnel

All Other Departments

1. Obtain signatures of the Independent Contractor and an authorized representative of the department. Business Managers will determine if the services to be rendered and the individual’s current status meet the guidelines of an independent contractor. Assistance is available from Human Resources for making this determination. If disapproved, then the Contractor can not be engaged.
BEFORE services are rendered

If Your Department reports to the Provost

4. The Director of Academic Personnel will determine if services to be rendered and the individual’s current status with Miami meets guidelines of an Independent Contractor. If it is approved the agreement will be authorized and two copies will be returned to the department. If disapproved, then the Contractor can not be engaged.
   
   - The Professional Agreement is not actionable until reviewed and signed by an authorized representative of the Provost’s Office.

All Other Departments

2. Provide a copy of the signed Agreement, along with the OPERS Independent Contractor Acknowledgement Form (PEDACN) to the Contractor
BEFORE services are rendered

If Your Department reports to the Provost

5. Provide a copy of the signed Agreement, along with the OPERS Independent Contractor Acknowledgement form to the Contractor and retain one copy for the department file.

All Other Departments continue to the next slide

You can find blank forms on the Human Resources or Academic Personnel website.
Services may now be initiated.

Please note that:

• You must have these forms for each occurrence unless all dates are listed on the Independent Professional Services Agreement.

• An Independent Contractor cannot be paid until these forms are completed.

• These requirements apply to any payment to Individual Outside Contractors providing services.
1. Within 30 days from the beginning of services, the OPERS Independent Contractor Acknowledgement Form must be signed and returned to the Department. The Department must retain the original and submit a copy to OPERS at the address as specified on the form. **Full compliance of this requirement is the responsibility of the Department.**

2. The payment is then entered by the Department into Buyway with a copy of the signed Professional Agreement and OPERS Independent Contractor Acknowledgement attached. Payments cannot be processed without these two attachments for each payment.
Reminders:

• W9 forms are a one-time requirement in order for an Independent Contractor to be set up as a vendor in Buyway.

• It is suggested that you allow advance time for this process since services cannot be rendered without an authorized Professional Agreement.
Thank You for Your Cooperation

Please direct any questions to the Human Resources or Academic Personnel departments.

Further information regarding the OPERS requirements can be found at OPERS.ORG.