

Procurement and Contract Services Process for Requesting an Inter-Departmental Service Agreement

All requests for an Inter-departmental Service Agreement (ISA) must be directed to the Contract Services Section of Procurement and Contract Services.

An ISA is an agreement between two campus departments/programs where one department/program is providing services to the other for a fee. An ISA is not to be used for agreements with the Auxiliaries.

The campus department providing the services shall forward all pertinent documents and information via email to the Contract Services Specialist when they need an ISA developed.

The requesting department shall indicate if the request is for a new ISA, the renewal of an existing ISA which has or which is about to expire, or an amendment to a current ISA.

The request shall include the following:

- Purpose statement and background information
- Scope of Work/Responsibilities of each party
- Costs, Fees, and Payment Information as applicable
- Dates covered by the ISA (start and end date)
- Contact person name, phone # and email address for other department

The Contract Services Specialist will review the request to make sure all required information is included and draft the ISA using the information provided by as follows:

The Contract Services Specialist will draft the ISA using the appropriate University template.

A draft of the ISA will be emailed to the requesting department for review. Upon review by the requesting department any requested changes shall be made. The ISA is emailed to the other department for their review. Once all changes have been made the ISA will be finalized for signature by the Contract Services Specialist.

Upon final execution both departments will be provided a copy of the agreement for their records.