Personal Services Contracts (PSC)

Requestor submits PSC request in WSS and assigns Stakeholders

Procurement completes template documents based on information provided by Requestor

- Acknowledgement to the requestor. Documents sent for review in WSS.

If sole source justification is requested, routed to Director of Procurement Services

Procurement moves contract documents to next reviewer in WSS.

- OSPA (if federal funds)
- ITS (if software)
- ISCO (if protected data included)
- Legal
- Supplier
- Procurement Services

Procurement Services routes documents through AdobeSign for signature

- Requestor (recommended by)
- Principle Investigator (PI) and EVPRI if ULRF and required
- Supplier (Second Party)
- Legal
- Procurement Director
- VP Operations/Chief of Staff or Athletic Director (ULAA)