UNIVERSITY OF ILLINOIS

PROFESSIONAL SERVICES RETAINER AGREEMENT POLICY

As of 7/28/16

PURPOSE

During the course of a fiscal year, a number of small capital improvement projects occur that require professional services and quick resolution. The purpose of obtaining retainer professional services is to improve the timing of delivery of services for these projects. In order to do this, the University has determined that it is in its best interest to retain the services of professional consultants to be available to assist on these projects. Firms under contract and "on call" will thus be available to respond to the needs of a project on a timely basis.

POLICY

- Procurement of retainer professional services agreements will be in compliance with the regulations of the Higher Education Procurement Rules of the Illinois Procurement Code, the University of Illinois Qualifications Based Selection Policy and the University of Illinois RFP Consultant Selection Policy. If the campus construction unit intends to hire more than one firm through a single procurement posting, the post must clearly state such intention and identify the selection criteria. Retainer professional services agreements and associated work orders must be initiated and coordinated by the campus construction unit.

- Each agreement will be for one fiscal year (ending on June 30 of the fiscal year) with options to annually renew for up to three additional fiscal-year periods (July 1 through June 30) for a total of 4 years.

- The Senior Associate Vice President of Business and Finance will approve firms recommended by the selection committee for retainer contracts. The UIC Vice Chancellor for Administrative Services, the UIS Associate Chancellor of Administrative Affairs, or the UIUC Executive Director of Facilities and Services and the Senior Associate Vice President of Business and Finance will approve the renewals and any renegotiated hourly rates.

- Unless otherwise stated in the professional services agreement and/or the award posted to the State Procurement Bulletin, retainer agreements may be used on individual projects with total project costs up to $2,500,000 or with professional services fees up to $500,000 per project. Any changes shall be approved in writing by the Senior Associate Vice President of Business and Finance.

- Unless otherwise stated in the professional services agreement and/or the award posted to the State Procurement Bulletin, the cumulative amount of an individual retainer contract which exceeds $1,000,000 in fees per contract year will require Board of Trustees approval for all subsequent fees over the $1,000,000 limit.

- Prior to executing a work order for services, the Campus Construction Unit must have completed a Project Data Summary, secured necessary project approval, and identified the source of funds for the project, including the account number against which the project will be billed, and clearly defined the scope, schedule and budget for the project.

- A Retainer Contract Work Order (see Attachment B) will be completed for each individual project.

- For individual pay requests, see attached Guidelines (Attachment A).

- Reporting will be generated by the University Office of Capital Programs and Real Estate Services from data in EDW as requested.

MODIFICATIONS

This policy may not be modified without the approval of the Senior Associate Vice President of Business and Finance.

Attachment A

UNIVERSITY OF ILLINOIS
PROFESSIONAL SERVICES RETAINER CONSULTANTS
PAY REQUEST GUIDELINES

The appropriate documentation is submitted to the Campus Construction Unit and will consist of the following:

- A separate invoice for each work order being referenced and submitted for payment.
- A Professional Services Billing form Project Sheet for **each** work order, with approved services listed in the description section (Attachment C).
- Time sheets for work paid on an hourly rate must be attached to the respective Professional Services Billing form.
- Reimbursables documentation for all expenses must be attached to the respective Professional Services Billing form (as per Attachment A of original agreement).

Additional services beyond the work order will be approved via the University's Work Order form. Additional services must be identified by the work order number and listed individually on the respective Professional Services Billing form.

Once a project is complete, written notification is given to the Retainer Consultant. Invoices for work beyond the completion date of the work order will not be approved.

Attachment B

RETAINER CONTRACT WORK ORDER
FY XXXX

Work Order Number _____
Issue Date_____

In accordance with the Professional Services Agreement for retainer contracts dated the **DATE**, by and between **THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS**, a body corporate and politic of the State of Illinois, hereinafter referred to as "Owner," and **NAME OF FIRM**, address of firm, a (state) corporation, whose registered agent in Illinois is name of **REGISTERED AGENT, ADDRESS OF REGISTERED AGENT**, hereinafter referred to as "Consultant."

1. **PROJECT INFORMATION:**
   Project Name _____

   Project Location _____

   Project Budget _____

   User Contact _____

   User Account Number _____

2. **SCOPE OF WORK:**
   See *Consultant's* proposal dated **DATE**.

3. **SCOPE OF PROFESSIONAL SERVICES:**
   See *Consultant's* proposal dated **DATE**.

4. **SCHEDULE:**
   See *Consultant's* proposal dated **DATE**.

5. **COMPENSATION:**
   Consultant shall receive compensation, subject to additions and deductions provided for herein, for professional services set forth herein, including services performed by professional consultants, a fee, which includes reimbursable expenses as described below:
   Fixed Fee ☐
   Hourly Not to Exceed ☐
   {Describe compensation per Consultant's proposal above. List anticipated reimbursable expenses as per Attachment A of original agreement.}

6. **PROPOSED DIVERSITY UTILIZATION FOR THIS WORK ORDER**
   Name of Diversity Firm in Consultant's Proposal: _____
   Scope of Work: _____
   Percentage of Work Order Project Budget: _____

IN WITNESS WHEREOF, this work order has been executed and delivered as of the date previously set forth:

Approved:

_____
Director, Campus Construction Unit
(for professional fees up to $25,000)

_____
Vice Chancellor for Administration *or*
Executive Director of Facilities and Services *or*
Associate Chancellor of Administrative Affairs

_____
Senior Associate Vice President of Business & Finance
(Required for professional fees over $250,000)

NAME OF CONSULTANT:

By:_____

Title:_____

Attachment C

PROFESSIONAL SERVICES BILLING FORM
UNIVERSITY OF ILLINOIS

PROFESSIONAL SERVICES CONSULTANT: _____
_____

PROJECT: _____
_____
_____

INVOICE DATE: _____

UNIVERSITY PAYMENT#:_____

OWNER'S REPRESENTATIVE: _____
_____

AGREEMENT DATE: _____
_____

PAY PERIOD: _____
TO:_____
FEIN/FTIN #:_____

CONSULTANT SECTION: (Includes Subconsultant's fees)

DESCRIPTION (IDENTIFY CONSULTANT/ PHASE *AND/OR* AMENDMENT #)	CONSULTANT MBE/FBE/NA STATUS *	SCHEDULED VALUE	EARNED TO DATE	AMOUNT PREVIOUSLY BILLED	AMOUNT OF THIS BILLING	TOTAL BILLED TO DATE	UNBILLED BALANCE
TOTALS							

SUBCONSULTANT SECTION:

SUBCONSULTANT (of the above totals, identify how much will be paid out to subconsultants)	SUBCONSULTANT MBE/FBE/NA STATUS *	SCHEDULED VALUE	EARNED TO DATE	AMOUNT PREVIOUSLY BILLED	AMOUNT OF THIS BILLING	TOTAL BILLED TO DATE	UNBILLED BALANCE

* Includes individual listing of any consultant/subconsultant either within original contract or those added by amendment(s).

NOTE: Attach appropriate statements, time sheets, invoices, etc.

Remarks: _____
_____
_____
_____

Submitted by:_____
(Professional Services Consultant)
Approved by: _____
(Owner's Representative)