**Directions for Consulting Services Template**

**From an Individual**

**Please ensure all of the following sections are completed:**

**1. First Paragraph of the agreement**

* Indicate the Contractor providing services.

**2. Article I Statement of Services**

* The scope of services (*Attachment A*) must include a detailed description of the services to be provided by the Contractor. This should not state the reasons why the department is submitting the contract.

**3. Article II Payment for Work**

* The Fee Schedule (*Attachment B*) must include the anticipated payment disbursement periods.
* The Fee Schedule (*Attachment B*) must also include a breakdown of costs.
  + Please indicate how the method of paying the Contractor has been determined. If UAB will pay the Contractor a “lump sum” no matter how much of the scope of work the Contractor completes, please indicate the lump sum amount. If the Contractor will be paid at a rate per unit, please list the hourly, daily, weekly, etc., rate for cost of the services. If the Contractor will be paid via another unit, please provide the other unit rate (for example, a certain amount per class for a vendor that is teaching classes).
* Fill in the not to exceed amount.

**4. Article IV Period of Performance**

* Indicate the time range of services.

**5. Article XIII Notices**

* Fill in the Contractor’s full mailing address.

If the contractor is an individual, a Personal Services Form (PSF) is required to be completed and approved. This agreement will not be routed for central review without a copy of the approved PSF. Click [HERE](https://www.uab.edu/financialaffairs/forms/contracting-forms) to obtain the Personal Services Form.

**The University of Alabama at Birmingham**

**CONSULTING AGREEMENT**

This Consulting Agreement (“Agreement”) is by and between The Board of Trustees of The University of Alabama for The University of Alabama at Birmingham, a constitutionally created public corporation of the State of Alabama, (“University”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Contractor”), and is subject to the terms and conditions set forth herein below.

**ARTICLE I: STATEMENT OF SERVICES.** By entering into this Agreement, the Contractor agrees to perform the scope of services as outlined in **Attachment A** (the “Services”).

**ARTICLE II: PAYMENT FOR WORK.** The University will pay the Contractor for the Services performed, based on the Fee Schedule detailed in **Attachment B**, which is incorporated into and made a part of this Agreement. Total compensation under this Agreement shall not exceed $\_\_\_\_\_\_\_\_\_\_\_\_, without written agreement of the parties.

**ARTICLE III: PAYMENT SCHEDULE.** The University shall make payment(s) to the Contractor, for Services performed, within (30) days of receipt of invoice, unless contested by the University.

**ARTICLE IV: PERIOD OF PERFORMANCE.** The performance of this Agreement shall begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and shall not extend beyond \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, except by written agreement of the parties.

**ARTICLE V: TERMINATION.** Performance under this Agreement may be terminated by the University upon sixty days’ written notice. The Contractor may terminate performance if circumstances beyond its control preclude continuation of the Services. Upon notice of termination by the University, the Contractor will cease Services immediately and will be entitled to be reimbursed for any costs and non‑cancelable commitments incurred in the performance of the Services, prior to the receipt of notice of termination from the University. Reimbursement shall not exceed the total cost specified in Article II, unless provided otherwise by written agreement of the parties.

**ARTICLE VI: PROPRIETARY INFORMATION.** The free dissemination of information is an essential and long‑standing policy of the University. However, under exceptional circumstances, the University recognizes that it may properly hold in confidence information supplied by the Contractor, which the University considers essential for the conduct of the Services. Accordingly, the University's acceptance and use of any proprietary information, which may be supplied by the Contractor in the course of the Services, shall be subject to the following:

1. The information must be marked or designated in writing as proprietary to the Contractor.
2. The University retains the right to refuse to accept any such information.
3. If the University accepts such information as proprietary, it agrees to exercise all reasonable efforts not to reveal the information to others without the permission of the Contractor, unless the information has already been or is subsequently disclosed publicly by third parties, was previously known or subsequently discovered independently by the University, without the benefit of the proprietary information, or is required to be disclosed by order of a court of law or other governmental authority. It is agreed that such reasonable efforts by the University or other governmental authority will be in lieu of all other obligations or liabilities of the University relative to proprietary information.

**ARTICLE VII: REPORTS.** The Contractor shall furnish the University such written reports/results of the Services, at designated times, as may be required by the University.

**ARTICLE VIII: USE OF NAMES.** Neither party will use the name of the other or the name of any of the other’s employees in any form of publicity without the written permission of the other. In the case of the University, permission of the University Media Relations Office is required.

**ARTICLE IX: ASSIGNMENT.** The Contractor may not assign, delegate or subcontract the duties and obligations of this Agreement without the express, written consent of the University. All assignees, delegates or subcontractors will be bound by the requirements of this Agreement.

**ARTICLE X: THIRD-PARTY BENEFICIARY.** This Agreement shall inure to the benefit of and be binding upon the parties, their successors and assigns. No third-party beneficiary rights or benefits whatsoever are expressly or impliedly provided herein.

**ARTICLE XI: INDEPENDENT CONTRACTOR.** At all times during the performance of the Services that is the subject of this Agreement, the relationship of the Contractor to the University shall be that of independent contractor. Neither the Contractor, nor any officer, employee nor agent of the Contractor shall be entitled to any benefit of employment by the University. Neither party is authorized to act as the agent of the other, nor shall either party be bound by the acts of the other.

**ARTICLE XII: UAB GUIDELINES.** Individual Independent Contractor will adhere to UAB Policies and Guidelines found on the following websites: <http://financialaffairs.uab.edu/content.asp?id=208887>, <http://financialaffairs.uab.edu/content.asp?id=271856>, and General Provisions at <http://financialaffairs.uab.edu/>.

**ARTICLE XIII: NOTICES.**  Any notices required or permitted by this Agreement shall be in writing and shall be delivered by hand, by facsimile, or by United States mail, postage prepaid to:

University of Alabama at Birmingham

University Contracts

801 Financial Services Building, Box B10

1720 2nd Ave, Birmingham, AL 35294-0106

[INSERT CONTRACTOR’S FULL MAILING ADDRESS]

**ARTICLE XIV: REPRESENTATIONS AND WARRANTIES BY CONTRACTOR.** If Contractor is a corporation or a limited liability company, Contractor warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization and is duly authorized and in good standing to conduct business in the State of Alabama, that it has all necessary power and has received all necessary approvals to execute and deliver the Agreement, and the individual executing the Agreement on behalf of Contractor has been duly authorized to act for and bind Contractor.

**ARTICLE XV: NO BENEFIT CERTIFICATION.** By accepting this Agreement, Contractor certifies that no University employee or official, and no family members of a University employee or official, will receive a benefit from this University payment, except as has been previously disclosed, in writing, to the University.

**ARTICLE XVI: DEBARMENT AND EXCLUSION.** Contractor represents and warrants that Contractor and any of its directors, officers, employees, or agents providing services under this Agreement: *(a)* are not “sanctioned persons” under any federal or state program or law; *(b)* have not been listed in the current Cumulative Sanction List of the Office of Inspector General for the United States Department of Health and Human Services for currently sanctioned or excluded individuals or entities; *(c)* have not been listed on the General Services Administration’s List of Parties Excluded individuals or entities; *(d)* have not been listed on the General Services Administration’s List of Parties Excluded from Federal Programs; and (e*)* have not been convicted of a criminal offense related to health care. Contractor shall immediately notify University in the event that Contractor is no longer able to make such representations, and University may upon five (5) business days written notice terminate this Agreement.

**ARTICLE XVII: ALABAMA TAX CERTIFICATION (APPLICABLE TO AGREEMENTS FOR THE PURCHASE OR LEASE OF TANGIBLE PERSONAL PROPERTY).** In accordance with Section 41-4-116 of the Code of Alabama, by accepting this Agreement, Contractor certifies that Contractor is appropriately registered to collect and remit sales, use, and lease tax on all taxable sales and leases of personal property in Alabama and that Contractor is not barred from bidding for or entering into a contract pursuant to Section 41-4-116 and that Contractor acknowledges that University may declare the Agreement void if this certification is false.

**ARTICLE XVIII: GOVERNING LAW.** The Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof will be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Alabama.

**ARTICLE XIX: RESOLUTION OF DISPUTES.** The parties agree that any and all claims, controversies of disputes between the parties which arise out of or relate in any way to this Agreement or a breach hereof and which the parties are unable to resolve informally shall be submitted to non-binding mediation in Birmingham, Alabama. University, as a division of The Board of Trustees of the University of Alabama, is a state agency and cannot waive immunity conferred on it by *Ala. Const.* Art. I § 14. The exclusive forum in which a claim can be asserted against University is the State of Alabama Board of Adjustment. (See Code of Alabama §§ 41-9-60 through 41-9-74)

**ARTICLE XX: LIABILITY.** University and Contractor shall each be responsible for any and all liability resulting from the acts and/or omissions of their respective employees, officers, directors, agents and contractors. Neither party shall be liable for any liability resulting from the acts and/or omissions of the other party’s employees, officers, directors, agents and contractors. University is not authorized to and does not indemnify, hold harmless, and cannot defend Contractor or any third party for any liability that may result from activities under this Agreement.

**ARTICLE XXI: LOSS OF FUNDING.** Performance by University under the Agreement may be dependent upon the appropriation and allotment of funds by the Alabama State Legislature (the "Legislature"). If the Legislature fails to appropriate or allot the necessary funds, then University will issue written notice to Contractor and University may terminate the Agreement without further duty or obligation hereunder. Contractor acknowledges that appropriation, allotment, and allocation of funds are beyond the control of University.

**ARTICLE XXII: LIMITATIONS.** The parties are aware that there are constitutional and statutory limitations on the authority of University (a state agency) to enter into certain terms and conditions of the Agreement, including, but not limited to, those terms and conditions relating to liens on University’s property; disclaimers and limitations of liability for damages; waivers, disclaimers and limitations of legal rights, remedies, requirements and processes; limitations of periods to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties; payment of attorneys’ fees; dispute resolution; indemnities; and confidentiality (collectively, the “limitations”), and terms and conditions related to the limitations will not be binding on University except to the extent authorized by the laws and constitution of the State of Alabama.

**ARTICLE XXIII: ENTIRE AGREEMENT MODIFICATIONS.** This Agreement supersedes all prior agreements, written or oral, between Contractor and University and will constitute the entire Agreement and understanding between the parties with respect to the subject matter hereof. The Agreement and each of its provisions will be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by University and Contractor.

**ARTICLE XXIV: NONDISCRIMINATION.** Contractor shall comply with all applicable Federal and State laws and regulations regarding non-discrimination.  Contractor further agrees that no person shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination in the performance of this Agreement on the basis of race, color, national origin, sex, disability, or age, or any other characteristic protected by Federal or State law (“Protected Characteristics”).  Contractor shall not use Federal or State funds for programs that discriminate based on Protected Characteristics.

**ARTICLE XXV: DIGITIAL ACCESSIBILITY.** Throughout the term of this Agreement, Contractor shall ensure that all digital content, including without limitation websites, mobile applications, online forms, documents, and other electronic information, provided to or created for the University pursuant to this Agreement shall adhere to the accessibility standards outlined in the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA or any higher digital accessibility standards mandated by Title II of the Americans with Disabilities Act (ADA) and its implementing regulations. Contractor shall provide the University with an Accessibility Conformance Report (ACR) for all digital content delivered under this Agreement. Contractor shall permit the University to conduct testing at periodic intervals to assess Contractor’s compliance with this provision, provided that the parties shall cooperate in good faith to arrange such testing and that the testing not impose an undue burden on Contractor’s operations. Contractor shall correct any failures to comply with the digital accessibility standards required by this provision as soon as reasonably possible. Contractor shall indemnify, defend, and hold harmless the University against all damages, costs, fees, fines, liabilities, loss, and expenses, including reasonable attorney’s fees, incurred by the University in connection with any third-party demand, claim, or legal or administrative agency action or proceeding arising from or related to an allegation that the digital content provided by or created by Contractor failed to meet the digital accessibility standards outlined in this provision.

**THE BOARD OF TRUSTEES OF**

# THE UNIVERSITY OF ALABAMA FOR

# THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachment A**

**SCOPE OF SERVICES**

Note: This section must include a detailed description of the services to be provided by the Contractor. It should include the relevant information outlined below.

**1. Detailed Description of Work to be Performed by Contractor.**

**2. Deliverables.**

|  |  |
| --- | --- |
| **Deliverables** | **Party Responsible** |
|  |  |
|  |  |

**3. Anticipated Schedule for Completion/Anticipated Proposed Timeline of Activities.**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Anticipated Completion/Due Date** | **Party Responsible** |
|  |  |  |
|  |  |  |

**Attachment B**

**FEE SCHEDULE**

Please provide the information requested below.

1. **Total amount payable under this Agreement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Breakdown of fees payable under this Agreement:**

**Rate (select one):** **Amount:**

Lump Sum Payment for all Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daily \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\***Other (please specify: \_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Invoices will be paid:**

**Payment period: Amount per payment period:**

**­** \_\_\_\_\_\_\_\_Weekly ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_Monthly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_Quarterly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_Annually \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_Upon completion of task(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* ***Total compensation of $10,000 or more should be paid in multiple payments.***
* ***Compensation should not be paid in full prior to services rendered; at least 10% should be held until the day of the event/services rendered or upon invoice after completion of services.***