

## 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:

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