Kean University Professional Services Agreement (PSA) – Prehire Worksheet

Important Note: A contract **must be signed and executed BEFORE** the **start date of services**, and a **purchase order in ESM** must be **submitted and approved before the start date of services**. Otherwise, it will be considered a confirming order, which is against public policy and cannot be approved without CFO approval.
Total estimated processing time: 1 month

Consultant Information

Full Legal Name of Consultant:

Company Name (if applicable):

Consultant Address:
Street:

City: State: Zip:

Consultant Email Address:

Consultant Phone Number:

Term Details

Effective Start Date: **End Date:** **Renewable?** ◯ Yes ◯ No

Grant Name and Grant Program Title:

Compensation and Payment

Kean shall pay the Consultant an amount not to exceed the Total Contract Amount **(Not to Exceed): $**
The method of payment for this amount shall be in accordance with the following schedule:
Rate Type: Select **ONE**

◯ **Per Hour — $/hr** Select one:
◯ Payable on specified date: or
◯ Last day of each month, total hrs. accrued.

◯ **Per Deliverable (specify):** The dollar amount and deliverable
Deliverable 1: $

Deliverable 2: $
Deliverable 3: $

Deliverable 4: $

Add additional sheets if necessary

Estimated Payment Dates or Milestones:

The project timeline is approximately ____ months, consisting of _____ project hours.

Reimbursement for Expenses: Select ONE

☐ Kean **DOES NOT AGREE** to separately reimburse the Consultant for any expenses.

☐ Kean **DOES AGREE** to reimburse Consultant for reasonable and **pre-approved and itemized in Exhibit A.** If Kean agrees to pay for reasonable expenses, Consultant shall provide Kean with the expense detail, including original receipts for reimbursement of actual expenses incurred, in accordance with applicable Kean travel and business expense policies. In the case of travel, Kean, at its sole discretion and convenience, reserves the right to arrange and pay for Consultant's travel utilizing Kean's travel procurement vendor.

Consultant shall submit a detailed invoice to Kean at the end of each month for services rendered

Notices

Kean Contact: Any notices to Kean under the terms of this Agreement shall be in writing and addressed to:

Name:

Title:

Department:

Consultant: Any notices to the Consultant under the terms of this Agreement shall be in writing and addressed to:

Consultant Name:

Address for Notices:

Street:

City: State: Zip:

Exhibit A: Scope of Services and Expectations, and Compensations

Brief Description of Services:

Expected Deliverables and Timelines:

Project Duration in Months:

Estimated Total Project Hours:

Specifics of Compensation:

Systems Access (If applicable)

Will Consultant receive a Kean.edu email address? ☐ Yes ☐ No

Will Consultant require access to:

☐ Email ☐ Shared Drives ☐ Software/Programs ☐ Student Data

If Yes to any, provide justification and specify system(s):