OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Post-Award Quick Guide: Paying Consultants

(Professional Service Agreement - PSA)

☑ When Is a Contract Required?

Submit a contract for approval if:

- Hiring **professional services** (regardless of cost)
- Buying **goods/services over $50,000**
- Engaging in **public works/construction**
- Projects under the **NJ Prevailing Wage Act**

❌ Can I Sign the PSA Myself?

No. Only authorized University signatories can execute contracts.
[See full policy here]

✍ Signature Authority (Who Can Sign?)

Contracts can only be signed **after approval** by University Counsel & UPBS. The **authorized signatories** are:

- **President**
- **Chief Financial Officer (CFO)**
- **Associate VP for Procurement & Business Services**
- **Senior VPs/Chief of Staff** (for non-purchase agreements like grants, MOUs, etc.)

📄 Do You Need a PSA? Use This Guide:

Type	Key Feature	Example
Subaward	Collaborates on a sponsored project, helps direct the work	Co-PI, research partner
Contractor/Vendor	Provides goods/services to University; Kean defines the work	IT vendor, maintenance, caterer
External Consultant	Expert hired for special/technical work; Kean outlines scope	Speaker, evaluator, researcher

🔍 Consultant

External Consultant (PSA) =

✓ Provides **temporary**, **specialized**, or **technical** services
✓ Kean provides **scope**, consultant decides **how** to deliver
✓ Paid per project or hourly
✓ Not responsible for entire project outcome
✓ Not listed as co-author or key personnel

What Must the PSA Include?

Make sure your contract includes:

- **Scope of Work** – What the consultant is doing
- **Deliverables** – What will be provided
- **Term** – Start and end date
- **Cost** – Total, not-to-exceed amount
- **Billing Terms** – How/when payments are made
- **IMPORTANT NOTE:** Remember to contact postaward@kean.edu for guidance on requirements and submission to legal.

Legal Review & Timing

- **Send to UPBS before signing**
- Allow **minimum 14 days** for review
- Use **Kean's standard template** to speed things up
- CFO approval needed for confirming orders

Additional Responsibilities

UPBS Will:

- Ensure vendor is set up in ESM
- Check NJ Business Cert, Affirmative Action docs, EO117
- Ensure compliance with procurement policies
- **OCIS Must Approve** any contracts for tech purchases/services

Your Department Must:

- Submit final signed contract to UPBS
- Track contract deliverables & renewal dates
- Monitor vendor performance
- Alert UPBS of contract breaches
- Submit invoices per contract terms

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

For more:

See Kean University Procurement Rules & Procedures