PURPOSE
During the course of a fiscal year (starting July 01 and ending June 30), a number of small capital improvement projects occur that require professional services in an expedited fashion. The purpose of obtaining retainer professional services is to improve the timing of delivery of services for these projects. 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 assist with 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 (CCU).

• Each agreement will be for one year with options to annually renew for up to three additional years, for a total of 4 years. Requested duration changes to those listed here, must be submitted by CCU to University Office of Capital Programs and reviewed and approved by Assistant Vice President – Capital Programs and Utility Services (AVP).

• The Assistant Vice President – Capital Programs and Utility Services (AVP) 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 AVP 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 less than $5,000,000 or with professional services fees up to $750,000 per project. Any changes shall be approved in writing by the AVP.

• Unless otherwise stated in the professional services agreement and/or the award posted to the State Procurement Bulletin, any work that causes the cumulative amount of award on an individual retainer contract to exceed $1,000,000 in fees in the same contract year will require Board of Trustees approval.

• 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 from data in EDW as requested.

• A performance evaluation of the PSC for each work order shall be completed in VSA at project completion.

• A list of required documents in order for posting and award of selected vendors (for both original Retainer agreements and Retainer Renewal agreements) is identified in Attachment D. These documents are submitted by representative Campus Construction Unit to the University Office of Capital Programs and Real Estate Services for
review and approval and suggested to be submitted no later than April 1st in order for agreements to be executed by CCU before end of fiscal year.

MODIFICATIONS
This policy may not be modified without the approval of the Comptroller.
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.
RETAINER CONTRACT PROJECT WORK ORDER

Project Work Order Number ___________
Issue Date ___________

In accordance with the Owner/Professional Services Consultant Agreement for retainer contract dated 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 PSC FIRM NAME, hereinafter referred to as “Professional Services Consultant”, PSC ADDRESS, an STATE ENTITY TYPE, whose registered agent in Illinois is REGISTERED AGENT NAME, REGISTERED AGENT ADDRESS.

1. PROJECT INFORMATION:
   Project Name __________________________________________
   Project Location _________________________________________
   Project Budget __________________________________________
   User Contact ____________________________________________
   User CFOP _____________________________________________

2. SCOPE OF WORK:
   See Professional Services Consultant’s proposal dated DATE.

3. SCOPE OF PROFESSIONAL SERVICES:
   See Professional Services Consultant’s proposal dated DATE.

4. SCHEDULE:
   See Professional Services Consultant’s proposal dated DATE.

5. COMPENSATION:
   Professional Services Consultant shall receive a compensation, subject to additions and deductions provided for herein, for professional services set forth herein, including services performed by professional sub-consultants, a fee, which includes reimbursable expenses as described below:
   - Fixed Fee
   - Hourly Not to Exceed
   {Describe compensation per Professional Services Consultant’s proposal above. List anticipated reimbursable expenses.}

6. PROPOSED BEP/VBP UTILIZATION FOR THIS WORK ORDER
   Name of BEP/VBP Firm in Professional Services 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 of Campus Construction unit
(University of Illinois construction unit responsible for respective project)
(for professional fees < $250,000)

PSC FIRM NAME
By: ____________________________
Title: ____________________________

Assistant Vice President – Capital Programs
and Utility Services (for professional fees ≥$250,000)
PROFESSIONAL SERVICES BILLING FORM  
UNIVERSITY OF ILLINOIS

PROFESSIONAL SERVICES  PROJECT:  INVOICE DATE: ________________
CONSULTANT: ____________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

OWNER'S REPRESENTATIVE: AGREEMENT DATE: PAY PERIOD: ________________ TO: ________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

CONSULTANT SECTION: (Includes Subconsultant’s fees)

<table>
<thead>
<tr>
<th>DESCRIPTION (IDENTIFY CONSULTANT/ PHASE AND/OR AMENDMENT #)</th>
<th>CONSULTANT MBE/WBE/PBE/ VOSB/SDVOSB/NA STATUS *</th>
<th>SCHEDULED VALUE</th>
<th>EARNED TO DATE</th>
<th>AMOUNT PREVIOUSLY BILLED</th>
<th>AMOUNT OF THIS BILLING</th>
<th>TOTAL BILLED TO DATE</th>
<th>UNBILLED BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTALS

<table>
<thead>
<tr>
<th>SUBCONSULTANT (of the above totals, identify how much will be paid out to subconsultants)</th>
<th>SUBCONSULTANT MBE/WBE/PBE/VOSB/SDVOSB/NA STATUS *</th>
<th>SCHEDULED VALUE</th>
<th>EARNED TO DATE</th>
<th>AMOUNT PREVIOUSLY BILLED</th>
<th>AMOUNT OF THIS BILLING</th>
<th>TOTAL BILLED TO DATE</th>
<th>UNBILLED BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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)

___________________________________       (Owner's Representative)
UNIVERSITY OF ILLINOIS
PROFESSIONAL SERVICES RETAINER CONSULTANTS
DOCUMENTS REQUIRED FOR POSTING AND AWARD

A. The appropriate documentation is to be submitted by the Campus Construction Unit to University Office of Capital Programs and Real Estate Services for execution of Professional Services Retainer Agreements resulting from a QBS or RFP process:

1. Form A or Form B Certifications and Disclosures. The Form A and Form B Certifications and Disclosures can be found at https://cpo-highered.illinois.gov/forms.html .
   a. If vendors’ Disclosures identify a potential Conflict of Interest, Campus Construction Unit shall submit a Conflict of Interest Review Request form to University Office of Capital Programs and Real Estate Services for review and approval (possibly requiring additional approvals from SPO, CPO and PPB). Please submit using the PDF version of the Conflict of Interest Review and Determination Form found at https://cpo-highered.illinois.gov/forms.html .

2. Required Procurement Posting Information document. Identifying selected successful vendor(s) name, city and state and identifying other unsuccessful vendors considered and shortlisted for discussion meetings and their name, city and state.

3. Document identifying all shortlisted vendors that participated in discussion meetings and their proposed Diversity and Veteran team percentages including only firms certified with the Illinois Commission on Equity and Inclusion (CEI), as identified/verified in CEI Business Enterprise Program (BEP) Vendor Directory. https://ceibep.diversitysoftware.com/ .

4. PDF of Approval Form To Negotiate With Recommended PSC From Discussion Meeting (Interview) document as identified and approved in PSP. Document identifies recommended vendor and their proposed Diversity and Veteran team percentages including only firms certified with the Illinois Commission on Equity and Inclusion (CEI), as identified/verified in CEI Business Enterprise Program (BEP) Vendor Directory. https://ceibep.diversitysoftware.com/ .

5. After documents listed above are reviewed and accepted by University Office of Capital Programs and Real Estate Services, award Info is published on Public Higher Education Bulletin, Campus Construction Unit shall submit the Professional Services Retainer Agreements in Contracts+ for University Office of Capital Programs and Real Estate Services Internal Review and acceptance. This review and approval should be done concurrently and in anticipation of 14 calendar days for processing through the Public Higher Education Bulletin.

6. After University Office of Capital Programs and Real Estate Services Contracts+ Internal Review acceptance, Campus Construction Unit shall route for appropriate signatures/approvals and execute Professional Services Retainer Agreement in Contracts + before last day of fiscal year (June 30th).

B. The appropriate documentation is to be submitted by the Campus Construction Unit to University Office of Capital Programs and Real Estate Services for execution of the Notice of Exercise of Option Retainer Agreement for Retainer renewal:

1. If renewing vendor identifies a required update/change to previously submitted Form A or Form B Certifications and Disclosures, Campus Construction Unit shall submit new documents for review and acceptance by University Office of Capital Programs and Real Estate Services. The Form A and Form B Certifications and Disclosures can be found at https://cpo-highered.illinois.gov/forms.html .
   b. If vendors’ Disclosures identify a potential Conflict of Interest, Campus Construction Unit shall submit a Conflict of Interest Review Request form to University Office of Capital Programs and Real Estate Services for review and approval (possibly requiring additional approvals from SPO, CPO and PPB). Please submit using the PDF version of the Conflict of Interest Review and Determination Form found at https://cpo-highered.illinois.gov/forms.html .

2. If renewing vendor states they have no required updates/changes to previously submitted Form A or Form B Certifications and Disclosures, Campus Construction Unit shall state this in their request for renewal email to University Office of Capital Programs and Real Estate Services.

3. Campus Construction Unit shall submit a completed Procurement Policy Board (PPB) Questions for Retainer Contract Renewal document for University Office of Capital Programs and Real Estate Services review and approval. Document is titled “Renewals of Extensions exceeding $249,999” and can be found on the Chief Procurement Office – Forms site https://cpo-highered.illinois.gov/forms.html .
a. Item 1.b shall document a detailed analysis of evaluations of the vendor’s performance regarding any Retainer Work Orders completed as part of this Professional Services Retainer Agreement.

b. Item 1.b shall also document actual percentages of Consultant and Subconsultant BEP/VBP participation used to date on any Retainer Work Orders completed as part of this Professional Services Retainer Agreement. Please also identify the originally PSC proposed team percentages identified in Attachment D - PSC/Subconsultant Work Summary of their Professional Services Retainer Agreement and compare the average BEP/VBP participation to the original proposed team percentages. If work was completed by the Retainer and if this average BEP/VBP participation does not meet or exceed the original proposed team percentages identify how these values will be increased through a corrective action plan or do not renew. Office for Procurement Diversity (OPD) will review the corrective action plan or non-renewal request and provide concurrence.

4. After documents listed above are reviewed and accepted by University Office of Capital Programs and Real Estate Services, renewal information is published on Public Higher Education Bulletin, Campus Construction Unit shall submit the Notice of Exercise of Option Retainer Agreement in Contracts+ for University Office of Capital Programs and Real Estate Services Internal Review and acceptance. If renewing vendor requires updates to originally submitted hourly rate schedule, include and attach a revised hourly rate schedule as allowed per Section D.4 of the Agreement.

5. After University Office of Capital Programs and Real Estate Services Contracts+ Internal Review acceptance, Campus Construction Unit shall route Notice of Exercise of Option Retainer Agreement for appropriate vendor signature(s) and Owner approvals/execution in Contracts+ before last day of fiscal year (June 30th).