

UNIVERSITY OF ILLINOIS  
**PROFESSIONAL SERVICES RETAINER AGREEMENT POLICY**  
As of 11/2020

**PURPOSE**

During the course of a fiscal year, 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.
- Each agreement will be for one year with options to annually renew for up to three additional years, for a total of 4 years.
- The Special Assistant to the President 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 Special Assistant to the President 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 Special Assistant to the President.
- 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 and Real Estate Services from data in EDW as requested.

**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 PEB/VOSB/SDVOSB UTILIZATION FOR THIS WORK ORDER**

Name of PEB/VOSB/SDVOSB 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: \_\_\_\_\_

\_\_\_\_\_  
 Senior Associate Vice President Business & Finance  
 (for professional fees ≥ \$250,000)

PROFESSIONAL SERVICES BILLING FORM  
*UNIVERSITY OF ILLINOIS*

**PROFESSIONAL SERVICES PROJECT:** \_\_\_\_\_  
**CONSULTANT:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INVOICE DATE:** \_\_\_\_\_

**UNIVERSITY PAYMENT#:** \_\_\_\_\_

**OWNER'S REPRESENTATIVE:** \_\_\_\_\_  
 \_\_\_\_\_  
**AGREEMENT DATE:** \_\_\_\_\_  
 \_\_\_\_\_

**PAY PERIOD:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**FEIN/FTIN #:** \_\_\_\_\_

<b>CONSULTANT SECTION: (Includes Subconsultant's fees)</b>							
DESCRIPTION (IDENTIFY CONSULTANT/ PHASE AND/OR AMENDMENT #)	CONSULTANT MBE/WBE/PBE/NA STATUS *	SCHEDULED VALUE	EARNED TO DATE	AMOUNT PREVIOUSLY BILLED	AMOUNT OF THIS BILLING	TOTAL BILLED TO DATE	UNBILLED BALANCE
<b>TOTALS</b>							

<b>SUBCONSULTANT SECTION:</b>							
SUBCONSULTANT (of the above totals, identify how much will be paid out to subconsultants)	SUBCONSULTANT MBE/WBE/PBE/NA STATUS *	SCHEDULED VALUE	EARNED TO DATE	AMOUNT PREVIOUSLY BILLED	AMOUNT OF THIS BILLING	TOTAL BILLED TO DATE	UNBILLED BALANCE

\* 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)  
 Approved by: \_\_\_\_\_  
 (Owner's Representative)