

## Professional Services Matrix

The following is a listing of Professional Services that may require the additional documentation outlined below.

- An [Independent Contractor \(IC\) Form](#) is necessary if the service provider is an **individual** unless otherwise specified in this document.
- The types and amounts of required insurance will be determined by [Risk Management](#).
- Depending on the type of service requested insurance may be required.
- The [Vendor Disclosure Statement](#) is required on all professional service agreements regardless of the dollar amount or revenue generated.

Category	Potential Requirements
Artists	<b>Portraits:</b> Commission Agreement drafted by Office of Counsel
Athletic Officials – assigned by NCAA	Use NCAA Form as documentation. IC Form is not required.
Captioning Services	Professional Services Agreement
Consultants	Scope of Work, Professional Services Agreement, or contract
Cooperating Teachers/Mentors or Clinical Master Teachers	Use Cooperating Teacher/Mentor Form or Clinical Master Teacher Form as documentation. IC Form is not required.
Engineering Services	Scope of Work, Professional Services Agreement, or contract
Film and Video Production	Professional Services Agreement
Licensed Medical Professional	Scope of Work, Professional Services Agreement or contract
Manufacturer representative training staff on new equipment	Professional Services Agreement
Photography	Photographer Agreement
Physical training or therapy	Professional Services Agreement
Piano/Organ tuning	Professional Services Agreement
Speakers & Lecturers	Guest Speaker Agreement
Works of Art	Professional Services Agreement Bill of Sale

### *Professional Services Not Otherwise Listed*

Category	Requirements
Service fee of \$5,000 or less	Detailed Invoice including date and statement of work performed.
Service fee of \$5,000.01-\$50,000	Professional Service Agreement or contract is required.
Service fee to exceed \$50,000	Formal contract to be drafted or reviewed by Contract Management.