

# PennDesign FAO

## Independent Service Provider (ISP)

### *ISP Procedure Reminders:*

#### Limited Engagement

Departmental coordinators responsible for budget management, or those delegated to do so by such individual, must provide a Limited Engagement Contract to ISP Limited Service Providers in advance of engagement.

- The (LE) Contract must be submitted to [pdpo@design.upenn.edu](mailto:pdpo@design.upenn.edu) prior to event
- The (LE) Contract **MUST be reviewed, approved and signed by Penn Purchasing PRIOR** to the ISP engaging in services in order for them to be eligible to provide services and receive payment
- Signed LE Contract will be uploaded to *Non-PO Payment* request
- If the ISP is not currently enrolled in the Penn Marketplace—initiate supplier onboarding request in the Penn Marketplace

Please visit [PENN HR ISP](#) to be sure you are using the most current forms to avoid rejection

Timeline for Services provided by ISP LE has been expanded a bit:

*Limited Engagement Fee: A Limited Engagement Fee is a payment to an individual (non-employee/faculty, non-student) for providing a service of an academic nature, short duration, and low dollar amount (\$1,000 or less per transaction; \$5,000 per year max). This is intended for guest speakers, guest lecturers, artists, performers, writers/editors, board members, critics, preceptors, and mentors meeting the fee guidelines. It is still intended for a 'limit time' but based on the service and/or amount of fee being paid, we have removed the 'one time per year' qualifier.*

#### Independent Contractors

Departmental coordinators responsible for budget management, or those delegated to do so by such individual, must provide a Service Provider Questionnaire (SPQ), Scope of Work with Quote/contract and any applicable materials well in advance of services to be provided

- The above mentioned materials should be submitted in one email to [pdpo@design.upenn.edu](mailto:pdpo@design.upenn.edu) with as much advance notice of services as possible
- The SPQ will be reviewed by the business manager and director of finance for the school
- The materials and contract **MUST be reviewed, approved and signed by Penn Purchasing PRIOR** to the ISP engaging in services in order for them to be eligible to provide services and receive payment
- Once an ISP IC has been approved by Penn Purchasing, follow up engagements will not require the SPQ, however, a scope of work and/or quotes for services will be required for subsequent engagements
- If the ISP is not currently enrolled in the Penn Marketplace—initiate supplier onboarding request in the Penn Marketplace

Please visit [PENN HR ISP](#) to be sure you are using the most current forms to avoid rejection  
[ISP Forms and Additional Information](#)

#### *A Note on Competitive Bidding:*

All services totaling over \$5,000.00 regardless of service providers status, be it ISP or a vendor with an EIN, must be accompanied by 3 competitive bids OR a bid waiver *unless* the vendor is a preferred contract vendor with Penn.

- A list of Penn Preferred Contract Suppliers can be found [here](#). Use the Supplier Type drop down box to select Preferred Contract Suppliers only
- Competitive Bidding Policy [www.finance.upenn.edu/vpfinance/fpm/2300/2300\\_pdf/2308.pdf](http://www.finance.upenn.edu/vpfinance/fpm/2300/2300_pdf/2308.pdf)

