**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 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 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 approve 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](http://www.finance.upenn.edu/vpfinance/fpm/2300/2300_pdf/2308.pdf). Use the Supplier Type drop down box to select Preferred Contract Suppliers only