



THE CITADEL

SHORT FORM

PROFESSIONAL SERVICES AGREEMENT

For Low-Risk Independent Contractor Services \$10,000 or Less

Purpose

This Short Form Professional Services Agreement is intended for low-risk, short-term professional services with total compensation of \$10,000 or less provided by independent contractors on behalf of The Citadel (“College”). Typical engagements include guest speakers, workshop facilitators, tutors, curriculum reviewers, accreditation reviewers, panel participants, subject matter experts, athletics event support personnel, media and videography support, technical support personnel, evaluators, and similar professional services.

This agreement is not intended for services requiring contractor-provided insurance or involving construction, maintenance, repair, hazardous activities, or other significant institutional risk. Procurement Services may require the use of a different agreement when appropriate.

1. Contractor Information

Contractor Name	
Business/Organization (if applicable)	
Address	
Email	
Phone	

2. Type of Professional Service

- ☐ Guest Speaker / Lecturer
- ☐ Tutor
- ☐ Accreditation Reviewer
- ☐ Videography / Photography
- ☐ Event Operations
- ☐ Consultant
- ☐ Technical Support

- ☐ Workshop Facilitator
- ☐ Curriculum Reviewer
- ☐ Athletics Event Support
- ☐ Audio / Visual Support
- ☐ Subject Matter Expert
- ☐ Program Evaluator
- ☐ Other: _____

Requesting Department	Service Date(s)	Location

3. Scope of Services

Describe the services to be provided:

4. Compensation

☐ Hourly
Hourly Rate: \$_____ per hour

☐ Per Session / Deliverable
Amount: \$_____ per session/deliverable

☐ Flat Fee
Amount: \$_____

Maximum Compensation Under This Agreement:
\$_____

Travel Authorized: ☐ Yes ☐ No

5. Terms of Engagement

Independent Contractor: The Contractor is an independent contractor and is not an employee of the College. The Contractor is solely responsible for all applicable federal, state, and local taxes, licenses, permits, and other legal obligations arising from the services performed under this Agreement. Nothing in this Agreement shall be construed to create an employer-employee, partnership, joint venture, or agency relationship between the parties.

Confidentiality: If the Contractor receives or has access to confidential, proprietary, or non-public information while performing services under this Agreement, the Contractor agrees to protect such information and not disclose or use it except as necessary to perform the contracted services. The Contractor shall comply with all applicable federal and state laws, and the College's policies governing the protection of confidential information.

Work Product:

- ☐ No work product will be created.
- ☐ Work product becomes the property of the College.
- ☐ Contractor retains ownership and grants the College a perpetual, royalty-free license to use the work product.

Equipment Use (If Applicable): If the College provides equipment, materials, or other property for use in performing the services under this Agreement, the Contractor agrees to use such property solely for the purposes described herein, exercise reasonable care while it is in the Contractor's possession, promptly report any loss, damage, or malfunction, and return all College property upon completion of the engagement.

Compliance: The Contractor agrees to comply with all applicable federal and South Carolina laws, including the South Carolina Consolidated Procurement Code, State Ethics requirements, Drug-Free Workplace requirements, and applicable institutional policies.

6. Required Documentation

- ☐ W-9 Attached ☐ Drug-Free Workplace Certification (if required)
- ☐ Other: _____

7. Governing Law

The Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina. Any disputes arising under the Agreement shall be resolved in accordance with the South Carolina Consolidated Procurement Code and Regulations, with exclusive jurisdiction resting with the South Carolina Procurement Review Panel.

8 Entire Agreement

This Agreement contains the entire agreement between the parties, and supersede any prior or contemporaneous agreements, written or oral, regarding the subject mater hereof. No amendments or changes to this Agreement will be effective unless made in writing and signed by an authorized representative of each party.

9. Certification and Signatures

By signing below, the Contractor certifies that the information provided is accurate and agrees to perform the services described in this Agreement. Procurement Services certifies that this engagement has been reviewed and approved in accordance with applicable procurement policies.

CONTRACTOR	THE CITADEL PROCUREMENT SERVICES
Signature	Signature
Printed Name	Printed Name
Title	Title
Date	Date