

## CONTRACT TYPES

### (Descriptions and Examples)

In order to appropriately identify and monitor Pace University contracts, it is important to properly assign to each contract a “types”. Appropriate assignment of a type will enable that contract to be easily tracked and therefore easily monitored. The contract type is the category to which a contract can be assigned.

Categories of contracts include:

TYPE	DESCRIPTION	EXAMPLES
<b>Amendment</b>	Parties written agreement to change a contract	
<b>Artist Performance Agreement</b>	Agreement to provide musical or other artistic performances on campus	Singer, Band, Poet
<b>Catering (Event) Agreement</b>	An agreement with a catering service or restaurant to provide catering service off-site.	Abigail Kirsch
<b>Certificate of Insurance</b>	Evidence of vendor’s insurance coverage	
<b>Clinical Affiliation Agreement</b>	Agreement with an external site for student clinical training	Nursing students at Brooklyn Medical Center
<b>Computer Hardware or Software Agreement</b>	Agreement to purchase/lease and/or maintain computer hardware or software <b>Contract requires approval from DOIT</b>	Purchase mainframe or software computer system
<b>Computer Maintenance Agreement</b>	Agreement to maintain computer software services <b>Contract requires approval from DOIT</b>	Design software for accounting system
<b>Construction Agreement</b>	Agreement with a General Contractor, Construction Manager, Contractor Engineer Architect or Sub-Contractor to perform construction services <b>Contract requires approval from Buildings and Grounds</b>	Building construction, major renovation or repair
<b>Consultant Agreement</b>	Individual or company provides non-employee services	Study of departmental practices
<b>Copyright License Permission Agreement - Copyrighted</b>	Agreement to allow Pace to use copyrighted material	Agreement to allow Pace to use articles from a book on a distance learning course
<b>Copyright License Permission Agreement – Pace materials</b>	Agreement to allow a corporation or individual to use Pace copyrighted material <b>Contract requires approval from University Relations</b>	Agreement to allow another NYU Press to publish article by Pace

<b>Course Development Agreement</b>	Agreement with a professional to develop, update course	Agreement with a professor to develop a course outline and curriculum
<b>Education Affiliation Agreement-General</b>	Agreement with another educational entity to allow students to enroll in alternate schools. <b>Contract requires approval from Provost</b>	An Agreement with another college to provide a joint program, degree, etc.
<b>Educational Training Services by Pace</b>	Agreement to train a defined group of people	CLOUT; IBM employee training; Welfare-to Work
<b>Employment Agreement (Non- faculty)</b>	Agreement with individual for employment for a specific length of time <b>Contract requires approval from Human Resources</b>	Agreement with visiting grant-funded researcher; temporary agency agreement
<b>Equipment Maintenance Services Agreement</b>	Agreement to provide maintenance services for equipment	Copier Machine Repair
<b>Facilities Use Agreement</b>	An agreement for rental/use of University facilities.	Annual Home Expo
<b>Hotel/Accommodations Group Sales Agreements</b>	An agreement for rental/use of hotel, motel lodging facilities.	Marriott Marquis
<b>Service Agreement</b>	An agreement for non-employee services that are not of an advisory nature.	Photography Audio/Visual Equipment – Rental and Set-up. Student Yearbook Printer