



CONSULTANT/VENDOR SERVICES AGREEMENT

General inquiries call ext. 22642
Legal-related inquiries call ext. 11274

Q. When do I use the Consultant/Vendor Services Agreement?

A. The Consultant/Vendor Services Agreement is used when an individual or company provides non-employee services to Pace

Q. What contract form do I use?

A. If the Consultant/Vendor does not have their own contract use Pace's "Consultant/Vendor Agreement." If the Consultant/Vendor has their own contract use Pace's "Rider to Service Agreement." If the Consultant/Vendor refuses to sign Pace's Rider, submit their contract for legal review without a Rider.

Q. What are the required documents for a Consultant/Vendor Services Agreement?

A. The required documents depend on whether the Consultant/Vendor is a corporate entity (i.e. Inc, LC, PC) or not.

When the Consultant/Vendor is an Individual (Not a Corporate Entity) the Required Documents are:

1. Pace's Standard "Consultant/Vendor Agreement" and Pace's Standard "Rider to Service Agreement" with the Consultant/Vendor's Contract
2. Worker's Compensation Waiver Form
3. Independent Contractor Questionnaire

When the Consultant/Vendor is a Corporate Entity the Required Documents are:

1. Pace's Standard "Consultant/Vendor Agreement" and Pace's Standard "Rider to Service Agreement" with the Consultant/Vendor's Contract
2. A Copy of the Consultant/Vendor's Certificate of Insurance.
 - General Liability amount should be at least \$1 million
 - Consultant/Vendor should name Pace as an additional insured and use Pace's legal address: One Pace Plaza, New York, NY 10038
 - Proof of Vendor's Worker's Compensation Insurance (at least \$1 million) or Pace's Worker's Compensation Waiver Form
3. A copy of the Consultant/Vendor's Certificate of Insurance showing evidence of "Professional Liability" coverage (* only if the consultant/vendor is required by law to carry a professional license)