

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

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