



## 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., LLC, 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"; or 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"; or 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 "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)