



### Professional Services Agreement

THIS AGREEMENT is made by and between Cornell UNIVERSITY, Ithaca, New York 14850, a not-for-profit educational corporation, ("Cornell") on behalf of

\_\_\_\_\_ ("College/Unit") and  
\_\_\_\_\_ ("Consultant").

The parties agree as follows:

- 1. **General Purpose.** The general purpose of this Agreement is to engage the services of Consultant to perform the services described in Schedule A.
- 2. **General Duties of Consultant.** Consultant shall perform in conformance with schedules attached as incorporated herein, and in conformance with professional standards for performing services of a similar kind. Whether or not the work of Consultant, or any part or segment thereof, conforms with such standards shall be determined solely by Cornell. Cornell will assign a representative ("Cornell's Representative") to provide direction to Consultant. The work to be performed by Consultant shall be performed by the personnel listed in Schedule D annexed hereto. Consultant may not replace or reassign such personnel without the prior written consent of Cornell. If any such personnel leave Consultant's employ, Consultant shall replace personnel with a person having at least equivalent experience and qualifications. Cornell shall have the right to review and approve such replacement personnel.
- 3. **Term.** The term of this Agreement shall be from \_\_\_\_\_, 20\_\_\_\_ until \_\_\_\_\_, 20\_\_\_\_\_.
- 4. **Timetable.** The timetable set forth in the attached Schedule B shall be adhered to unless such period is otherwise extended by Cornell. Consultant shall be responsible to Cornell for any damage caused by the failure by Consultant to comply with the schedule.
- 5. **Compensation.** Consultant shall be paid an amount not to exceed \$\_\_\_\_\_. The payment terms and schedule of payments is set forth in the attached Schedule C. All invoices shall be mailed to Cornell Procurement and Payment Services, Accounts Payable, 341 Pine Tree Road, Ithaca, NY 14850 or emailed to [dfa-4040\\_invoice@cornell.edu](mailto:dfa-4040_invoice@cornell.edu), referencing the purchase order number.
- 6. **Independent Consultant.** In the performance of the work hereunder, Consultant shall be an independent Consultant and not an employee of Cornell. Consultant is not an agent of, or authorized to transact business, enter into agreements, or otherwise make commitments on behalf of Cornell unless expressly authorized in writing by an officer of Cornell. Cornell will not pay or withhold federal, state, or local income tax or other payroll tax of any kind on behalf of Consultant or its employees. Consultant is not eligible for, not entitled to, and shall not participate in any of Cornell's pension, health, or other benefit plans. Consultant is responsible for the payment of all required payroll taxes, whether federal, state, or local in nature, including, but not limited to income taxes, Social Security taxes, Federal Unemployment Compensation taxes, and any other fees, charges, licenses, or payments required by law. Consultant indemnifies Cornell and holds it harmless against any fines, damages, assessments, or attorney fees in the event a court or administrative agency shall find that Consultant, or contractor(s) engaged through Consultant, is an employee of Cornell.
- 7. **Confidentiality.** All information in any format submitted or made available to Consultant by Cornell or any other person on behalf of Cornell, unless otherwise publicly available, and all data and information, and other work developed by Consultant under this Agreement, shall be utilized by Consultant solely in connection with the performance of services under this Agreement only and shall not be made available by Consultant to any other person.
- 8. **Rights and License in and to Cornell Data.** Cornell shall own all information, and other work product developed or obtained by Consultant pursuant to this Agreement. Cornell shall at all times have access to review the ongoing work of Consultant for purposes of inspecting same and determining that work is being performed in accordance with the terms of this Agreement. Immediately upon termination of this Agreement for any reason, all such, information, and other work, in whatever form, shall be turned over to Cornell.

The parties agree that as between them, all rights including all intellectual property rights in and to information provided by Cornell or on behalf of Cornell or created by Consultant in the performance of services hereunder shall remain the exclusive property of Cornell. Consultant has a limited, nonexclusive license to use such information solely for the purpose of performing its obligations under this Agreement. This Agreement does not give



Consultant any rights, implied or otherwise, information, or intellectual property, except as expressly stated in this Agreement.

For purposes of this Agreement any copyrightable work ("Work") developed in the course of performance by Consultant under this Agreement shall be deemed "work made for hire" under federal copyright law and all ownership rights to such work shall belong to Cornell. Should such Work not constitute a "work made for hire" under copyright law, Consultant hereby grants, transfers, assigns, and conveys to Cornell and its successors and assigns, the entire right, title, and interest in the Work or any part thereof, including but not limited to the right to reproduce, prepare derivative works, distribute by sale, license or other transfer; to perform publicly, to display and to secure copyrights renewals, reissues, and extensions of any such copyrights or patents in the United States of America or any foreign country.

Any patentable invention conceived or reduced to practice in the course of performance under this Agreement shall be the property of Cornell. Cornell has the right to secure patents, reissues and extensions of thereof in the United States of America or any foreign country.

Whether a copyright or patent in the Work will be maintained or registered in the United States of America or any foreign country shall be at the sole discretion of Cornell.

Consultant agrees to cooperate fully with Cornell in the preparation and execution of all documents necessary or incidental to this assignment and the protection and preservation of rights herein granted to Cornell.

**9. Warranties.** Consultant warrants and represents that services provided hereunder will not infringe, individually or collectively, any patent, copyright, trade secret, or other proprietary right of any third party; and Consultant has no reason to believe that any patent, copyright, trade secret, or other proprietary right of any third party may be infringed.

If Consultant files a petition seeking to take advantage of any law relating to the bankruptcy or insolvency or is adjudicated to be bankrupt, or is the subject of a petition seeking liquidation, reorganization, winding-up, dissolution or adjustment of indebtedness, or if becomes insolvent or makes an assignment for the benefit of creditors or if a receiver is appointed, Consultant will return in a readily usable format, remove, or destroy, as directed by Cornell, all Cornell information.

Upon receipt of valid legal process (the "Legal Request") seeking Cornell-related information, Consultant will attempt to redirect the requesting third party to Cornell and/or request that the third party notify Cornell of its Legal Request. If Consultant's redirecting efforts are unsuccessful, and provided Consultant is not prohibited by law from doing so, Consultant will provide commercially reasonable notice to Cornell of the Legal Request, prior to disclosure of any Cornell information, which would include, to the extent permitted by law, a copy of the Legal Request received by Consultant from the third party. Consultant will thereafter respond to the Legal Request in the time permitted unless Cornell has taken appropriate legal steps (i.e., Motion to Quash or Motion for a Protective Order) to stop or limit Consultant's response.

With respect to any legal process served on Cornell for which Cornell intends to respond, Consultant will provide Cornell with access to any Cornell information in Consultant's possession. If Cornell is unable to access Cornell information using the tools and documentation provided by Consultant, then, upon request, Consultant will provide commercially reasonable assistance to enable Cornell to obtain the Cornell information.

**10. Termination.** Cornell may terminate this Agreement at any time without cause, upon written notice to Consultant or immediately for non-performance. Consultant shall be entitled to payment for work performed to the satisfaction of Cornell prior to termination, but explicitly waives any right to additional or other amounts of any kind, including based on *quantum meruit* or other similar theory. Personnel identified by Cornell as deficient will be removed in a manner to least affect the progress of the project. The obligations imposed by Sections 7 and 8 of this Agreement as well as any licenses granted hereunder shall survive termination under this Agreement.

**11. Indemnification.** Consultant shall defend, indemnify, and hold harmless Cornell and its trustees, officers, agents, and employees from all suits, actions, or claims of any character, name, or description, including reasonable attorneys' fees and litigation expenses, brought on account of any injuries damage or loss (real or alleged) sustained by any person or persons arising out of (1) negligent acts or omissions of Consultant, its employees, subcontractors or agents, including, but not limited to any claims for personal injury, including any injuries or damages sustained by Consultants' employees property damage, or infringement of copyright, patent, or other proprietary rights; or (2) any other claims of any nature whatsoever arising out of the Consultant's performance of the services to be provided pursuant to this Agreement, or Consultant's failure to perform or comply with any requirements of this Agreement, including specifically but not limited to employment-related claims arising under the common law or based upon any federal, state, or local statutes, ordinances, or regulations.



**12. Insurance.** Consultant will carry insurance to financially support indemnification of Cornell as provided herein, and shall provide certificates of such insurance, upon request. Annual automatic renewals of the certificate of insurance must be requested from the Consultant's Insurance carrier and sent to Cornell upon the annual expiration date of the insurance policies.

Minimum Insurance Coverage Requirements:

**Statutory workers' compensation:** Insurance under the laws of the State of New York and any other laws that may be applicable thereto. Coverage "B," Employer's Liability, must have limits of at least \$100,000.

*This coverage is required for all consultants unless they are exempt under the laws of New York State or other applicable jurisdiction. Coverage from other States may be substituted by individuals, who are residents of other states but working on a temporary basis in New York. Individuals providing Services on harbor fronts or over the water should provide proof of US Longshoremen and Harbor Workers insurance and/or Jones Act insurance.*

**Commercial general liability insurance:** Subject to limits of not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. Coverage must be provided for bodily injury liability, broad form property damage liability, contractual liability, and products/completed operations coverage. Completed operations coverage is to be maintained for a minimum period of two years after the completion of the Cornell contract.

*High risk activities may require higher insurance limits. Consult Cornell Risk Management and Insurance if Services being provided could be considered high risk.*

**Cornell University must be added to the Consultant's commercial general liability insurance policy as an "additional insured," and evidence of such will be provided in all certificates of insurance.** The insurance shall be considered to be primary and non-contributory to other insurance or self-insurance maintained by Cornell University for allegations of negligence for the acts or performance of the consultant in fulfilling the work order.

**Automobile liability insurance:** Subject to a combined single limit of at least \$1,000,000 for each accident for bodily injury and property damage. Such automobile liability insurance shall be for the Consultant's owned, non-owned, and hired vehicles.

*Cornell requires limits of \$5 million for any Bus charter. Aircraft or watercraft travel that is not a ticketed event (e.g. charters) require higher insurance limits and pre-approval from Cornell Risk Management and Insurance.*

**All Risk Property Insurance** providing replacement cost coverage for any property damage to Consultant's property which is caused by a loss of any kind and description to any property brought onto Cornell University premises. Consultant agrees to waive on behalf of itself and its insurance company subrogation against Cornell for any loss or damage, which is covered or should be covered by this insurance.

**Professional Liability** ("errors and omissions") with a minimum of \$2,000,000 per claim.

**Crime Insurance** with a minimum of \$1,000,000 per occurrence.

**Employers Legal Liability/Directors and Officers insurance coverage:** Subject to limits of \$1,000,000 per claim. Coverage must be provided for employment related claims, including claims presented by governmental agencies. This coverage shall be maintained for a minimum period of three years after the completion of the Agreement.

#### **Other Requirements**

These minimum requirements of the University shall not limit the liability or responsibility of the Consultant. Cornell's failure to enforce the requirements shall not be considered to be a waiver of the requirement. Any changes to these requirements shall only be made in writing and agreed upon by all parties.

All Commercial general liability policies should be issued on an "occurrence" basis.

The Consultant must indemnify Cornell University as stated in section eleven of the Terms and Conditions of a Purchase Order.

A certificate of insurance for all policies required must be issued to Cornell University and received by Procurement Services prior to any work commencing under any contract subject to these requirements.

All certificates of insurance must provide for a minimum of 30 days' notice to Cornell University prior to the cancellation of, non-renewal of, or a change in policy terms and/or conditions.

**13. Compliance with Applicable Laws and Cornell Policies.** Consultant warrants and represents that it will comply with all laws, applicable to the Consultant's performance of services of Consultant under this Agreement.

Prior to gaining access to Cornell's facilities in order to perform Services, Consultant personnel will execute Cornell's document(s) required for access privileges and at all times act in compliance with Cornell's policies and procedures. Consultant and all individuals assigned by Consultant to a project under this Agreement must comply with Cornell policies.

PCI DSS Compliance. The credit card industry has developed technical and business standard that affect the way in which credit card business is conducted, called "Payment Card Industry Data Security Standards" (PCI DSS) ([www.pcisecuritystandards.org](http://www.pcisecuritystandards.org)).



All processes, procedures, or technologies must follow the security standards dictated in the credit card industry's "Payment Card Industry Data Security Standards" (PCI DSS). Service provider must submit annually, an Attestation of Compliance (AOC), which is evidence of a successfully completed PCI DSS assessment. Failure to submit annually an Attestation of Compliance (AOC) or a successfully completed PCI DSS assessment indicating you are PCI-compliant will result in the contract being null and void.

- 14. Waiver.** A delay or failure by either party to exercise any right under this Agreement will not constitute a waiver of that or any similar or future right.
- 15. Assignment.** This Agreement may not be assigned by Consultant without the express prior written permission of Cornell, to be granted at Cornell's sole discretion.
- 16. Affirmative Action Consultant.** If requested, must provide a copy of firm's Office of Equal Opportunity Affirmative Action Policy.
- 17. Jurisdiction.** This Agreement shall be deemed to have been made in the State of New York. New York State law (exclusive of any choice of law principles) shall govern this Agreement. Consultant consents to the jurisdiction of the state or federal courts serving Tompkins County, New York for the resolution of any disputes arising under this Agreement.
- 18. Advertisement.** Consultant may not use the name Cornell or any variation thereof for advertising or publicity purposes without first obtaining the written permission of Cornell.
- 19. Severability.** If any provision of this Agreement is declared invalid by any tribunal, then such provision shall be deemed automatically modified to conform to the requirements for validity as declared at such time, and as so modified, shall be deemed a provision of this Agreement as though originally included herein. In the event that the provision invalidated is of such a nature that it cannot be modified, the provision shall be deemed deleted from this Agreement as though the provision had never been included herein. In either case, the remaining provisions of this Agreement shall remain in effect.
- 20. Notices.** Each notice, request, or demand given or required to be given pursuant to this Agreement shall be in writing and shall be deemed sufficiently given if deposited in the United States mail, first class, postage pre-paid, and addressed to the address of the intended recipient set forth on the first page hereof or to such other address as may be specified in writing by the parties.
- 21. Force Majeure:** This Agreement is subject to cancellation or change on written notice to the Consultant in the event of causes beyond Cornell's reasonable control, including without limitation acts of God or war, fires, earthquakes, floods, strikes, labor troubles, riots, curtailment or operations due to governmental orders or rulings, and the like.
- 22. Sale or Bankruptcy of Consultant's Business:** If, during the life of this Agreement, the Consultant disposes of its business by sale, transfer, force of law or by any means to another party, all obligations are transferred to such party. In the event, the new owner(s) may, in Cornell's absolute discretion, be required to submit a performance bond in the amount of the open balance of the Agreement. In the event of any suspension of payment or the institution of any proceedings by or against Consultant, voluntary or involuntary, in bankruptcy or insolvency, or under the provisions of the Federal Bankruptcy Act, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors of the property of Consultant, Cornell shall have, in addition to the rights stated in the two preceding sentences, the right to cancel this Agreement forthwith.
- 23. Payment:** Consultant shall be paid after receipt of properly prepared invoices in accordance with Cornell's invoicing instructions for Merchandise or Services delivered to and accepted by Cornell. Any adjustments in Consultant's invoice due to shortages, rejection or other failure to comply with the provisions of the Agreement may be made by Cornell before payment. Discount periods shall commence after the latest of final acceptance, delivery, receipt of any required documentation, or receipt of invoice. Delays in receiving the invoice, errors or omissions on the invoice, or lack of supporting documentation required by the terms of the Agreement, will be cause for withholding settlement without losing prompt payment discount privilege. Invoices must be accompanied by transportation receipt, if transportation is payable as a separate item. Original invoice shall be mailed or emailed immediately after each shipment in accordance with the instructions on the Purchase Order.
- 24. Right to Audit:** Throughout the term of this Agreement, and for a period of three years after final payment, or longer if required by law, Cornell, at its own expense, shall be entitled to perform, or to have performed by a third party of Cornell's choosing, during normal business hours and upon five (5) business days' notice, an on-site audit of any and all records of Consultant necessary to permit Cornell to evaluate and verify Consultant's compliance with the requirements of this Agreement. Consultant grants Cornell permission to view and/or copy any books, documents, records, data and information (including data and information stored in electronic form) of Consultant



which relate to or have been used in connection with the performance of this Agreement. Consultant also grants Cornell permission to interview Consultant's staff and agents as part of the audit. Consultant agrees to provide Cornell with adequate and appropriate workspace for conducting the audit. If Cornell, in its sole discretion, determines that an on-site audit is not necessary, Consultant agrees to complete, within 30 days of receipt, an audit questionnaire provided by Cornell. Any overcharges discovered by Cornell, or by a third party of Cornell's choosing, shall be paid within 30 days of Consultant's acceptance of Cornell's written notification of audit findings. Consultant may not unreasonably withhold acceptance of audit findings. Consultant shall include this audit provision in any subcontracts that it may issue under this Agreement.

**25. Effective Date.** The effective date of this agreement shall be the date of Cornell's signature.

**26. Entire Agreement.** This Agreement represents the entire understanding of the parties and may not be modified except by written agreement of the parties and supersedes all prior written and/or oral agreements.

**27. Authority.** Each party warrants that it has the authority to enter into this Agreement and that entering into this Agreement is not restricted or prohibited by any existing agreement to which it is a party.

**28. Tax Withholding for Domestic and Foreign Consultants.** All payments from Cornell to Consultant under this transaction may be subject to tax withholding. Cornell reserves the sole right and discretion to withhold tax where it believes it is required to do so under the tax laws of any jurisdiction. By accepting this contract, the Consultant is relinquishing all claims against Cornell for any amounts withheld and remitted by Cornell to a tax authority. It is the Consultant's sole responsibility to provide Cornell with timely, complete, accurate, and legible forms and/or documents necessary to claim a reduction or elimination of withholding taxes (e.g., Form W-8BEN); Cornell reserves the sole right and discretion to make these determinations as well as whether such forms and/or documents are sufficient to reduce or eliminate withholding tax on any payment to the Consultant.

**29. Web Content Accessibility.** Web Accessibility. In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, all web pages, web functionality, websites or web applications developed or provided under this Agreement will attempt to conform to the W3C Web Content Accessibility 2.0 Level AA Guidelines that can be found at <https://www.w3.org/WAI/WCAG20/quickref/>. Consultants hosting websites or providing web design services or web-based products, if required, can provide written evidence that their product or service addresses each of the WCAG 2.0, Level AA criteria. For any area of noncompliance, Consultant should describe any planned remediation roadmaps, including timelines and steps that will be taken to achieve full compliance, as well as interim workarounds to enable access by individuals with disabilities. Consultants may be required to demonstrate how to use the product with assistive technology, and may be required to undergo third-party accessibility testing. Consultant must provide contact information to facilitate more detailed inquiries.

**30. GDPR Compliance.** If the Purchase order and/or Agreement, and/or the activities contemplated thereby involve the processing (as such term is defined under the Regulation (EU) 2016/679 (General Data Protection Regulation, or "GDPR")) by the Vendor of personal data (as defined in the GDPR) of which Cornell is the controller (as defined in the GDPR), regardless of whether such personal data constitutes Cornell Data, then Cornell and the Vendor agrees to complete/execute a Personal Data Processing Agreement (PDPA) to the extent to which the GDPR applies to such processing (in addition to the provisions of the Purchase order and/or Agreement).

**31.** The terms of this agreement may not be altered without authorization from Cornell's University Counsel, Risk Management and Insurance, or Procurement and Payment Services. Unauthorized changes will not be binding.



Cornell University

## Schedule A

### STATEMENT OF WORK

See attached (check if document attached)

Project Description, Work Scope and Deliverables:

*Initials Cornell Representative:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Initials Consultant Representative:* \_\_\_\_\_ *Date:* \_\_\_\_\_



Cornell University

## Schedule B

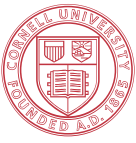
PROJECT TIMETABLE AND TASK DESCRIPTION

Completion Date:

See attached (check if document attached)

*Initials Cornell Representative:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Initials Consultant Representative:* \_\_\_\_\_ *Date:* \_\_\_\_\_



## Schedule C

### PAYMENT AMOUNT AND SCHEDULE

See attached (check if document attached)

Payment Amount and Schedule: (Specify assigned consultant(s), hourly rate(s), and/or per project amount(s), estimated total hours, term of assignment (if applicable))

Initials Cornell Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Initials Consultant Representative: \_\_\_\_\_ Date: \_\_\_\_\_





## Schedule D

### CONSULTANT'S PERSONNEL

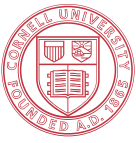
See attached (check if document attached)

List of Consultant's Personnel:

List of Cornell's Representative(s):

Initials Cornell Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Initials Consultant Representative: \_\_\_\_\_ Date: \_\_\_\_\_



**In witness thereof the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.**

For Consultant:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

For Cornell Procurement and Payment Services:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: Procurement Agent

Phone: (607) 25

Email: \_\_\_\_\_@cornell.edu

Address: 341 Pine Tree Rd, Ithaca, NY 14850

Date: \_\_\_\_\_

Cornell PO #: \_\_\_\_\_

For Cornell College/Unit Representative:

Name: \_\_\_\_\_

Initials: \_\_\_\_\_

NetID: \_\_\_\_\_

Date: \_\_\_\_\_