

AGREEMENT FOR SERVICES
between
THE UNIVERSITY OF SOUTHERN MISSISSIPPI
and
AGENCY

AGREEMENT NUMBER: USM-LOG NUMBER-AGREEMENT NUMBER

This document constitutes a contractual agreement between **AGENCY** (hereinafter referred to as **AGENCY**) and the UNIVERSITY OF SOUTHERN MISSISSIPPI, under the direction of the **DEPARTMENT**, (hereinafter referred to as **USM**) for the purposes of providing certain professional services related to the project entitled "**PROJECT TITLE**". In consideration for the mutual covenants contained herein, **AGENCY** and **USM** hereby enter into a contractual agreement as follows:

A. AGENCY AGREES:

1. To maintain laboratory facilities, trained personnel, equipment, and supplies at a sufficient level to meet the analytical needs of **USM** and to maintain a quality assurance program to satisfy the requirements for a laboratory supporting the program.
2. To perform the services as outlined in the Statement of Work and Budget, (hereinafter referred to as **APPENDIX A**), incorporated by reference as part of this agreement, during the life of this agreement. Services above and beyond those defined in **APPENDIX A** will require an amendment to this agreement.
3. To initiate the services within a reasonable time upon delivery to **USM** provided that **AGENCY** has been given an advanced notice as specified in Section B.1 of this agreement.
4. To perform such services to meet the requirements of the **USM** and in accordance with the procedures as set forth in **APPENDIX A**.
5. To input and manage all information and data as provided by the **USM**.
6. To provide reports in accordance with requirements as set forth by the **USM** in **APPENDIX A**.

B. USM AGREES:

1. To provide **AGENCY** advanced notice as specified in **APPENDIX A** of the type of service to be performed to **USM** and to notify **AGENCY** when any scheduled services are canceled.
2. To provide **AGENCY** with funds for fixed costs in the amount specified in **APPENDIX A** for certain fixed costs associated with services to cover the costs of maintaining laboratory facilities, personnel, and completing the quality assurance program during the term of this contract. Said funds will be distributed to **AGENCY** within thirty (30) days of execution of this contract by all parties.
3. To provide funds to **AGENCY** at the rate specified in **APPENDIX A** for the services performed in

accordance with Section A.2. Funds for services above and beyond those specified will require an amendment to this agreement.

4. To provide information and data to **AGENCY** as required to perform the services and meet the reporting requirements of **USM**.

C. PERIOD OF PERFORMANCE:

The period of performance of this agreement shall be for period specified in APPENDIX A of this agreement, unless it is terminated in accordance with the terms set forth in this agreement. This agreement may be extended or renewed upon mutual agreement by **USM** and **AGENCY**.

D. TERMINATION OF CONTRACT:

This contract may be terminated by mutual agreement of both **AGENCY** and **USM**. **USM** reserves the right to terminate this agreement if **AGENCY** fails to meet the requirements as outline in Section A. **AGENCY** reserves the right to terminate this agreement if **USM** fails to meet the requirements as outlined in Section B.

In the event this contract is so terminated, **AGENCY** will be paid for services performed prior to the date of written notice on a per invoice basis. Further, in the event that this contract is terminated, **AGENCY** will refund to **USM** the pro rata share of the funds paid to **AGECNY** for personnel services pursuant to Section B.2. above from the date of termination. If **USM** discontinues the project, **USM** agrees to give **AGENCY** thirty (30) days advance notice of the date of termination.

IN WITNESS WHEREOF, the undersigned, as authorized representatives of the respective parties, are agreed to all terms and provisions of this agreement the effective date of which is the date last written below.

AGENCY

Signature Authority

_Date

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Cecil D. Burge, Associate Vice President for Research

_Date

Principal Investigator, Department

_Date

APPENDIX A
AGREEMENT FOR SERVICES
STATEMENT OF WORK AND BUDGET

A. PERIOD OF PERFORMANCE:

The period of performance shall be: **START DATE** to **END DATE**

B. FIXED COSTS:

The following costs are designated as fixed costs for the services to be provided during the period of performance of this agreement: **\$FIXED COSTS**

C. SERVICES ANALYSIS:

The following services are to be performed as specified and at the cost per service and in the quantity indicated:

SEE ATTACHED STATEMENT OF WORK

D. REPORTS:

The following reporting requirements are due as indicated:

SEE ATTACHED STATEMENT OF WORK