1. **Inter-agency Agreements:** My proposal: A contract between any two or more public agencies that provides for work that is collaborative, consultative, substantive and/or is more complex than basic purchased services and that is not an agreement for a WSU Service Center to provide services.
* “Public agency" means any public agency of the State of Washington, any agency of the United States, any federally-recognized Indian tribe, and any any political subdivision of another state.
* **An agreement where WSU is just sourcing basic goods or purchased services from another agency is not an Interagency Agreement, it is a purchased service.**

(See RCW 39.34.010 et seq.; also see E. Rogers 11/4/13 email)

Agreements between WSU and another government agency (e.g. school district, USDA, DOE, other state universities, etc.)

* 1. Central unit considerations:
		1. purchasing goods or services?
		2. does agreement involve equipment transfer?
		3. does agreement involve compensating the other agency directly for salaries and/or benefits?
		4. does the agreement involve collaboration on substantive research that is not federally funded?
1. **Client Services:** Professional or technical services provided to WSU clients (e.g. students, extension clientele).
2. **Personal Services:** Professional or technical services provided by a consultant to accomplish a specific study, project, task, or other work statement. Contractors provide the University with professional opinions, judgments, or recommendations.
	1. Central unit considerations:
		1. Audience of work is faculty or staff
3. **Facility Rentals:** Rental of a WSU facility to any non-University entity or person; Rental by WSU of any facility.

Rental of facilities for events

* 1. Includes catering agreements for events held at hotels or lodging, but does not include other stand-along catering agreements.
	2. Central unit considerations:
		1. Is the facility a public facility (i.e. owned by the state)?
		2. Will the rental be paid directly or via PCard?
1. **Sole Source:** A unique good or service that can only be provided by one vendor.
2. **Maintenance:** Agreements that cover the maintenance of buildings or equipment
3. **Equipment Rentals:** Renting of equipment for any purpose
4. **Leases:** Outside entities leasing University property or the University leasing non-University property.
5. **Revenue:** An agreement that generates revenue by the selling of WSU’s products or services.

(See E. Rogers 5-22-14 email)

Agreements that generate revenue for WSU

1. **Real Estate:** The purchase, rental, or sale of real estate
	1. Examples (not exhaustive):
		1. Acquisitions of real property by the University, including gifts.
		2. Dispositions of University real property, including sales and exchanges.
		3. Acquisition, grant, or release of easements.
		4. Acquisition, grant, or release of water, oil, timber, or mineral rights.
		5. Acquisition, issue, or release of right-of-ways.
		6. Vacation of streets associated with real property.
		7. Easements and rights of access
2. **Construction (Capital Planning):**
3. **Educational Partnership Service Agreements (International Programs):** WSU partnering with foreign universities.
4. **English as a Second Language (International Programs):**
5. **Faculty-led Programs (International Programs):** Faculty-led trips to foreign countries
6. **Game contracts (Athletics):**
7. **Lodging Agreements:** Agreements with hotels, camps, or other facilities for overnight stays.

Agreements for groups to stay off-campus for training (example: DVM off-site training for students, faculty, and staff)

1. **Provider Service Agreements (Health & Wellness):**
2. **Reciprocal Student Exchanges (International Programs):** Agreements for students studying abroad
3. **Recruitment (International Programs):**
4. **Recruitment Fair Contracts (Graduate School):**
5. **Service Center Contracts:** Agreement for a University-approved Service Center to provide goods, services, or equipment use within the scope of its approved Service Center Application.

WSU operation that charges for goods, services and/or use of equipment. Services provided must promote the education, research, or public service missions of the University, and not compete with private business.

1. **Sub-contracts:** contracts involving collaboration on substantive research that is not federally funded
2. **Purchase Agreements:** Purchase of goods or services that is over $10K or a complex purchase
	1. Central unit considerations:
		1. Copiers
		2. Alcohol
		3. Moves
		4. Tax exemptions
3. **Software Contracts:** Agreements that cover use of software, maintenance, and licenses
4. **Payment Gateway Merchant Service Agreements:** E-Commerce third party credit card processing and payment gateway agreements
5. **Information confidentiality:** HIPAA requirements for relevant information