

METROPOLITAN STATE UNIVERSITY of DENVER NPS - (NONEMPLOYEE PERSONAL SERVICES) AGREEMENT

For ALL services (individuals or companies) up to and including \$10,000.00 per Fiscal Year, per Department.

NO ENCUMBRANCE REQUIRED

NPS

NPS FORM - Use Information

When can I use an NPS form?

The following conditions must apply:

- Payment must be for services.
- You may pay an individual or a company. NPS services do NOT include any type of software or cloud platform environments, or software development.
- The total amount paid to this vendor may NOT exceed \$10,000 for the fiscal year, paid from your department.
- An NPS Form is unnecessary if you already have an encumbrance in place.

When MUST I use an NPS form?

- If you do not have an encumbrance, but you are paying for services.
- For service payments paid on the Corporate Card or payments through Accounts Payable (but no encumbrance was previously established).
- When you pay your contractor via CorpCard, you will attach the NPS Form, along with your receipt, to the transaction.

Why MUST I use an NPS form?

- When an encumbrance has not been provided to your vendor/contractor, they have also not been provided a copy of our Terms and Conditions. Providing them with a signed NPS Form documents that we have provided these Terms and Conditions.

NPS FORM - Instructions

BEFORE beginning any work/services, your contractor must receive a completed NPS Form.

I. Complete Section A. Pre-Service Information.

Name & Address is required for payment and tax purposes.

Phone and email are required for due diligence with the State of Colorado.

Vendor ID/90#: This may not be available if this is a new vendor.

II. NPS# - leave blank for A/P use.

Amount Due - enter the total amount for this payment.

Department - enter your department name

Date/Time - enter the date/time of the services being provided, that are being paid on this payment.

Location - enter where these services are being provided.

Dept Contact - enter who at the department we should contact with questions

FOAPAL - enter the FOAPAL approved to be charged for payment

III Payment Method: select the appropriate payment method for this payment

IV. Description of Services - provided a clear description of services to be provided, and why these services are necessary for the University (business purpose).

DEPARTMENTAL VALIDATION REQUIRED

Both boxes must be checked.

The department is responsible for checking for current, valid identification and then check this box.

The department is responsible for sending the contractor/vendor a signed copy of this NPS Form, along with the Terms and Conditions, and the Public Health Order requirements. This box must be checked.

FOAPAL Approver signature - **BEFORE WORK BEGINS** - Approval signature for FOAPAL to be charged

The first signatory box must be signed and dated, by an approved signor, before sending a copy to the vendor. This notifies the vendor they may begin work on the agreed date and it provides them with the Terms and Conditions.

FOAPAL Approver Signature - **AFTER COMPLETION OF WORK**

The second signatory box must be signed and dated AFTER completion of work. You are agreeing that the work was completed in a satisfactory manner and the vendor may not be paid. This must be approved by a FOAPAL signor.

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PLEASE TYPE OR PRINT



MSU Denver - Accounts Payable
Campus Box 98, PO Box 173362
Denver, CO 80217-3362

NO ENCUMBRANCE REQUIRED

REV 03.04.2022

A. PRE-SERVICE INFORMATION

Completed NPS Forms must be sent to Contractor, with Terms & Conditions, PRIOR to beginning services.

I. CONTRACTOR INFORMATION:

Name: _____
Address: _____
City/ST/Zip: _____
Phone: (Req'd) _____
Email: (Req'd) _____
Vendor ID#/90#: _____

NPS#

II. SERVICE: _____
NPS# is for A/P Use Only
Amount Due: _____
Department: _____
Date/Time: _____
Location: _____
Dept Contact: _____

FUND _____ ORG _____ ACCT _____ PROG _____ ACTV _____ LOCN _____
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III. PAYMENT METHOD: *Payment finalized after completion of service.*

- Pay single payment - payment processed directly from this NPS form.
- Pay with Corporate Card (attach completed NPS to statement)

Accounting Use Only:

IV. DESCRIPTION OF SERVICES:

DEPARTMENTAL VALIDATION REQUIRED

- Department checked and confirms the contractor has current, valid identification.
- Department has emailed a copy of this NPS form, with Terms & Conditions of Service, to contractor.

FOAPAL approval BEFORE work begins:

FOAPAL Signatory (signature) _____ Date _____ Printed name: _____

Department approval for payment, AFTER work completed:

FOAPAL Signatory (signature) _____ Date _____ Printed name: _____

CONTRACTOR NOTE: Metropolitan State University of Denver (MSU Denver) is a Colorado Public Employees Retirement Association (PERA) affiliated employer. Pursuant to Colorado Revised Statutes, MSU Denver requires the vendor notify MSU Denver's Controller's Office at (303) 615-0039 within fifteen (15) calendar days from the date of this form if the services provided are being or are to be performed by a PERA retiree.

B. TERMS AND CONDITIONS OF SERVICE

- 1 **Offer/Acceptance.** This NPS is an OFFER TO BUY, subject to contractor's acceptance, demonstrated by contractor's performance or written acceptance of this NPS. Any COUNTER-OFFER TO SELL automatically CANCELS this NPS, unless a change order is issued by buyer accepting a counter-offer. This NPS shall supersede and control over any contractor form(s) or part(s) thereof included in or attached to any bid, proposal, offer, acknowledgment, or otherwise, in the event of inconsistencies or contradictions, regardless of any statement to the contrary in such form(s) or parts thereof.
- 2 **Denial of Certain Terms.** The Fiscal Rules governing this NPS prohibit the State from contractually agreeing to certain provisions, including but not limited to provisions that require the State to indemnify, defend, save or hold harmless any party, be governed by or subject to any venue or choice of state law other than Colorado, waive the right to jury trial or agree to binding arbitration, and any such provision or provisions in any exhibits, addenda, or attachments attached to this NPS or incorporated by reference, or hereinafter modified by Vendor, are null and void.
- 3 **Click-Through Agreements.** Vendor's software or contractor's website may contain a "click through" agreement which is integral to that product and/or website and which will require the State to click "I agree," or some similar action in order to proceed to use the software and/or website. It is hereby expressly agreed that all such click through, "shrink wrap," and/or online agreements, and any other such agreement mechanisms executed by the State in using the software and/or website are void and of no effect, do not create a binding assent by the State, do not modify this NPS, and do not in themselves create a separate contract of any kind.
- 4 **Conflicts of Interest.** Vendor shall not engage in any business or personal activities or practices or maintain any relationships which conflict in any way with the full performance of Contractor's obligations hereunder. Vendor acknowledges that with respect to this NPS, even the appearance of a conflict of interest is harmful to the State's interests. Absent the State's prior written approval, Vendor shall refrain from any practices, activities or relationships that reasonably appear to be in conflict with the full performance of Vendor's obligations to the State hereunder. If a conflict or appearance exists, or if Vendor is uncertain whether a conflict or the appearance of a conflict of interest exists, Vendor shall submit to the State a disclosure statement setting forth the relevant details for the State's consideration. Failure to promptly submit a disclosure statement or to follow the State's direction in regard to the apparent conflict constitutes a breach of this NPS.
- 5 **Governmental Immunity.** Liability for claims for injuries to persons or property arising from the negligence of the State of Colorado, its departments, institutions, agencies, boards, officials, and employees is controlled and limited by the provisions of the Governmental Immunity Act §24-10-101, et seq. and the risk management statutes, CRS §24-30-1501, et seq., as amended. No term or condition of this NPS shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions of the said Governmental Immunity Act., or the Federal Tort Claims Act, 28 U.S.C. §§1346(b) and 2671 et seq., as applicable now or hereafter amended.
- 6 **CORA Disclosure.** To the extent not otherwise prohibited by federal law, this NPS and the performance measures and standards under CRS§24-103.5-101, if any, are subject to public release and disclosure through the Colorado Open Records Act, CRS §24-72-101, et seq.
- 7 **Safety Information.** All chemicals, equipment and materials proposed and/or used in the performance of this NPS shall conform to the requirements of the Occupational Safety and Health Act of 1970. Vendor shall furnish all Material Safety Data Sheets (MSDS) for any regulated chemicals, equipment or hazardous materials at the time of delivery.
- 8 **Changes.** Vendor shall furnish products and/or services strictly in accordance with the specifications and price set forth for each item. This NPS shall not be modified, superseded or otherwise altered, except in writing signed by purchasing agent and accepted by contractor. Each shipment received or service performed shall comply with the terms of this NPS, notwithstanding invoice terms or acts of contractor to the contrary, unless this NPS has been modified, superseded or otherwise altered in accordance with this section.
- 9 **Delivery.** Unless otherwise specified in the solicitation or this NPS, delivery shall be FOB destination. Buyer is relying on the promised delivery date, installation, and/or service performance set forth in contractor's bid or proposal as material and basic to buyer's acceptance. If contractor fails to deliver or perform as and when promised, buyer, in its sole discretion, may cancel its order, or any part thereof, without prejudice to its other rights, return all or part of any shipment so made, and charge contractor with any loss or expense sustained as a result of such failure to deliver or perform as promised. Time is of the essence.
- 10 **Intellectual Property.** Any software, research, reports, studies, data, photographs, negatives or other documents, drawings or materials (collectively "materials") delivered by contractor in performance of its obligations under this NPS shall be the exclusive property of buyer. Ownership rights shall include, but not be limited to, the right to copy, publish, display, transfer, prepare derivative works, or otherwise use the materials. Vendor shall comply with all applicable Cyber Security Policies of the State of Colorado (the "State"), or buyer, as applicable, and all confidentiality and non-disclosure agreements, security controls, and reporting requirements.
- 11 **Quality.** Buyer shall be the sole judge in determining "equals" with regard to quality, price and performance. All products delivered shall be newly manufactured and the current model, unless otherwise specified.
- 12 **Warranties.** All provisions and remedies of the Colorado Uniform Commercial Code, CRS, Title 4 ("CUCC"), relating to implied and/or express warranties are incorporated herein, in addition to any warranties contained in this NPS or the specifications.
- 13 **Inspection and Acceptance.** Final acceptance is contingent upon completion of all applicable inspection procedures. If products or services fail to meet any inspection requirements, buyer may exercise all of its rights, including those provided in the CUCC. Buyer shall have the right to inspect services provided under this NPS at all reasonable times and places. "Services" as used in this section includes services performed or tangible material produced or delivered in the performance of services. If any of the services do not conform to NPS requirements, buyer may require contractor to perform the services again in conformity with NPS requirements, without additional payment. When defects in the quality or quantity of service cannot be corrected by re-performance, buyer may (a) require contractor to take necessary action to ensure that future performance conforms to NPS requirements and (b) equitably reduce the payment due contractor to reflect the reduced value of the services performed. These remedies do not limit the remedies otherwise available in this NPS, at law, or in equity.
- 14 **Cash Discount.** The cash discount period will start from the later of the date of receipt of acceptable invoice, or from date of receipt of acceptable products/services at the specified destination by an authorized buyer representative.
- 15 **Taxes.** Buyer and the State are exempt from all federal excise taxes under Chapter 32 of the Internal Revenue Code [No. 84-730123K] and from all State and local government sales and use taxes [CRS, Title 39, Article 26, Parts I and II]. Such exemptions apply when materials are purchased for the benefit of State, except that in certain political subdivisions (e.g., City of Denver) contractor may be required to pay sales or use taxes even though the ultimate product or service is provided to buyer. Buyer shall not reimburse such sales or use taxes.

- 16 Payment. Buyer shall pay contractor for all amounts due within 45 days after receipt of products or services and a correct notice of amount due. Interest on the unpaid balance shall begin to accrue on the 46th day at the rate set forth in CRS §24-30-202(24) until paid in full. Interest shall not accrue if a good faith dispute exists as to buyer's obligation to pay all or a portion of the amount due. Vendor shall invoice buyer separately for interest on delinquent amounts due, referencing the delinquent payment, number of day's interest to be paid, and applicable interest rate.
- 17 **Erroneous Payments.** At the State's sole discretion, payments made to Contractor in error for any reason, including, but not limited to overpayments or improper payments, and unexpended or excess funds received by Contractor, may be recovered from Contractor by deduction from subsequent payments under this Contract or other contracts, grants or agreements between the State and Contractor or by other appropriate methods and collected as a debt due to the State. Such funds shall not be paid to any party other than the State.
- 18 Assignment and Successors. Vendor shall not assign rights or delegate duties under this NPS, or subcontract any part of the performance required under this NPS, without the express, written consent of buyer. This NPS shall inure to the benefit of and be binding upon contractor and buyer and their respective successors and assigns. Assignment of accounts receivable may be made only upon written notice furnished to buyer.
- 19 Indemnification. If any article sold or delivered under this NPS is covered by a patent, copyright, trademark, or application therefore, contractor shall indemnify and hold harmless buyer from any and all loss, liability, cost, expenses and legal fees incurred on account of any claims, legal actions or judgments arising out of manufacture, sale or use of such article in violation or infringement of rights under such patent, copyright, trademark or application. If this NPS is for services, contractor shall indemnify, save, and hold harmless buyer, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees and related expenses, incurred as a result of any act or omission by contractor, or its employees, agents, subcontractors or assignees, arising out of or in connection with performance of services under this NPS.
- 20 Independent Contractor. Vendor shall perform its duties hereunder as an independent contractor and not as an employee. Neither contractor nor any agent or employee of contractor shall be deemed to be an agent or employee of buyer. Vendor and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through buyer and buyer shall not pay for or otherwise provide such coverage for contractor or any of its agents or employees. Unemployment insurance benefits will be available to contractor and its employees and agents only if coverage is made available by contractor or a third party. Vendor shall pay when due all applicable employment, income, and local head taxes incurred pursuant to this NPS. Vendor shall not have authorization, express or implied, to bind buyer to any agreement, liability or understanding, except as expressly set forth herein. Vendor shall (a) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by buyer, and (c) be solely responsible for its acts and those of its employees and agents.
- 21 Communication. All communication concerning administration of this NPS, prepared by contractor for buyer's use, shall be furnished solely to the MSU Denver Department and MSU Denver Accounts Payable.
- 22 **Compliance.** Vendor shall strictly comply with all applicable federal and state laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.
- 23 Insurance. Vendor shall obtain and maintain at all times during the term of this NPS insurance as required by MSU Denver, and provide proof of such coverage as requested by purchasing agent.
- 24 Termination Prior to Shipment. If contractor has not accepted this NPS in writing, buyer may cancel this NPS by written or oral notice to contractor prior to shipment of goods or commencement of services.
- 25 Termination for Cause. (a) If contractor refuses or fails to timely and properly perform any of its obligations under this NPS with such diligence as will ensure its completion within the time specified herein, buyer may notify contractor in writing of non-performance and, if not corrected by contractor within the time specified in the notice, terminate contractor's right to proceed with the NPS or such part thereof as to which there has been delay or a failure. Vendor shall continue performance of this NPS to the extent not terminated and be liable for excess costs incurred by buyer in procuring similar goods or services elsewhere. Payment for completed services performed and accepted shall be at the price set forth in this NPS. (b) Buyer may withhold amounts due to contractor as buyer deems necessary to reimburse buyer for excess costs incurred in curing, completing or procuring similar goods and services. (c) If after rejection, revocation, or other termination of contractor's right to proceed under the CUCC or this clause, buyer determines for any reason that contractor was not in default or the delay was excusable, the rights and obligations of buyer and contractor shall be the same as if the notice of termination had been issued pursuant to termination under §26.
- 26 Termination in Public Interest. Buyer is entering into this NPS for the purpose of carrying out the public policy of the State, as determined by its Governor, General Assembly, and Courts. If this NPS ceases to further the public policy of the State, buyer, in its sole discretion, may terminate this NPS in whole or in part and such termination shall not be deemed to be a breach of buyer's obligations hereunder. This section shall not apply to a termination for contractor's breach, which shall be governed by §20. Buyer shall give written notice of termination to contractor specifying the part of the NPS terminated and when termination becomes effective. Upon receipt of notice of termination, contractor shall not incur further obligations except as necessary to mitigate costs of performance. For services or specially manufactured goods, buyer shall pay (a) reasonable settlement expenses, (b) the NPS price or rate for supplies and services delivered and accepted, (c) reasonable costs of performance on unaccepted supplies and services, and (d) a reasonable profit for the unaccepted work. For existing goods, buyer shall pay (e) reasonable settlement expenses, (f) the NPS price for goods delivered and accepted, (g) reasonable costs incurred in preparation for delivery of the undelivered goods, and (h) a reasonable profit for the preparatory work. Buyer's termination liability under this section shall not exceed the total NPS price plus a reasonable cost for settlement expenses. Vendor shall submit a termination proposal and reasonable supporting documentation, and cost and pricing data as required by CRS §24-106-101, upon request of buyer.
- 27 NPS Approval. This NPS shall not be valid unless it is executed by the associated FOAPAL authority. Buyer shall not be responsible or liable for products or services delivered or performed prior to proper execution hereof.
- 28 Fund Availability. Financial obligations of buyer payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. If this NPS is funded in whole or in part with federal funds, this NPS is subject to and contingent upon the continuing availability of federal funds for the purposes hereof. Buyer represents that it has set aside sufficient funds to make payment for goods delivered in a single installment, in accordance with the terms of this NPS.
- 29 Choice of Law. Colorado state laws, rules and regulations shall be applied in the interpretation, execution, and enforcement of this NPS. The CUCC shall govern this NPS in the case of goods unless otherwise agreed in this NPS. Any provision included or incorporated herein by reference which conflicts with such laws, rules, and regulations is null and void. Any provision incorporated herein by reference which purports to negate this or any other provision in this NPS in whole or in part shall not be valid or enforceable or available in any action at law, whether by way of complaint, defense, or otherwise. Unless otherwise specified in the solicitation or this NPS, venue for any judicial or administrative action arising out of or in connection with this NPS shall be in Denver, Colorado. Vendor shall exhaust administrative remedies in CRS §24-109-106, prior to commencing any judicial action against buyer.

- 30 Public Contracts for Services. [Not Applicable to offer, issuance, or sale of securities, investment advisory services, fund management services, sponsored projects, intergovernmental NPSs, or information technology services or products and services] Vendor certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this NPS and will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this NPS, through participation in the E-Verify Program or the Department program established pursuant to CRS §8-17.5-102(5)(c), Vendor shall not knowingly employ or contract with an illegal alien to perform work under this NPS or enter into a contract or NPS with a subcontractor that fails to certify to contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this NPS. Vendor shall (a) not use E-Verify Program or Department program procedures to undertake pre-employment screening of job applicants during performance of this NPS, (b) notify subcontractor and buyer within three days if contractor has actual knowledge that subcontractor is employing or contracting with an illegal alien for work under this NPS, (c) terminate the subcontract if subcontractor does not stop employing or contracting with the illegal alien within three days of receiving notice, and (d) comply with reasonable requests made in the course of an investigation, undertaken pursuant to CRS §8-17.5-102(5), by the Colorado Department of Labor and Employment. If contractor participates in the Department program, contractor shall deliver to the buyer a written, notarized affirmation that contractor has examined the legal work status of such employee, and shall comply with all of the other requirements of the Department program. If contractor fails to comply with any requirement of this provision or CRS §8-17.5-101 et seq., buyer may terminate this NPS for breach and, if so terminated, contractor shall be liable for damages.
- 31 Public Contracts with Natural Persons. Vendor, if a natural person eighteen (18) years of age or older, hereby swears and affirms under penalty of perjury that he or she (a) is a citizen or otherwise lawfully present in the United States pursuant to federal law, (b) shall comply with the provisions of CRS §24-76.5-101 et seq., and (c) has produced a form of identification required by CRS §24-76.5-103 prior to the date contractor delivers goods or begins performing services under terms of the NPS.

NEW PUBLIC HEALTH ORDER REQUIREMENTS

On August 31, 2021, pursuant to the [Sixth Amended Public Health Order 20-38](#), Limited COVID Restrictions, all State Contractors and State Contractor Workers who physically enter a State Facility shall comply with the Vaccination Requirements included in Section III of the Order. All State Contractors and State Contractor Workers, including individuals who have been infected with and recovered from COVID-19, shall have received their first dose in a two dose COVID-19 series no later than September 30, 2021 and be Fully Vaccinated by October 31, 2021.

On September 30, 2021 the [Seventh Amended Public Health Order 20-38](#) (PHO or Order), allowed for State Contractor Workers to participate in twice weekly COVID-19 testing, if they have an employer approved medical or religious exemption, or are unvaccinated.

Your company has a contract with MSU Denver, and as part of the performance of that contract, certain of your company's personnel (including any subcontractor personnel) may provide contracted goods or services in person and on-site. If so, as a contractor, your company is subject to the vaccination or testing requirements set forth in the Order.

As permitted by the Order, State Contractors shall assume responsibility for verification of full COVID-19 vaccination, approving all exemptions for medical or religious beliefs, and determining any accommodations needed for such exemptions.

State Contractors shall verify, and certify that each of the identified State Contractor Workers is Fully Vaccinated, or that each of the identified State Contractor Works that is unvaccinated, or has a medical or religious exemption is participating in twice weekly COVID-19 testing by completing and submitting the Certification Form to AHEC/MSU Denver by November 10, 2021. If your company will not be providing any services on site, please contact our office at accountspayable@msudenver.edu identifying your business name and stating you will have no employees or agents on site.

Please be aware that AHEC/MSU Denver retain the right to inquire into compliance with the Order's requirements at any time, to include requesting a State Contractor to provide proof of vaccination or a recent negative COVID-19 test.

The State of Colorado values your firm as a contract partner to deliver needed goods or services. Accordingly, we are hopeful that your company will comply with the Order and help the state reduce the spread of the virus. To that end, we have included additional information regarding the next steps required to ensure compliance with the Order and the certification form to fill out and return to us. In the meantime, please see [COVID-19 Vaccination Requirements for State Contractors FAQs](#).