



Dual Services Memorandum of Agreement

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Requisition #

Vendor Party:

Procuring Party:

THIS MEMORANDUM SIGNIFIES agreement of the above parties concerning the provision of employee services. The Agreement is as follows:

1. Vendor agrees to furnish the services of its employee, _____ who will perform the following services for Procuring Party:

2. Compensation to Vendor Party (including cost of any applicable employee benefits to Vendor's employee for services under this agreement)

Base Amount:	\$
FICA:	\$
Medicare:	\$
Retirement:	\$
Total due:	\$
Maximum liability of Procuring Party:	\$

3. Payment will be made by Procuring Party after completion of service and after receipt of invoice from Vendor Party, mailed to the following address:

4. Contract Term:

5. Either party may terminate this agreement by giving written notice to the other at least 30 days before the effective date of termination. In that event, Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed as of the termination date.

6. This agreement cannot be assigned or subcontracted without the written consent of all parties.

7. During the performance of this contract, both parties warrant that they will not discriminate against any employee or applicant for employment because of race, age, religion, creed, color, sex, disability, veteran status or national origin. The parties will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, creed, color, sex, disability or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection available to employees and applicants for employment.

DATED THIS _____ day of _____, 2021 .

Approvals:

Director or Administrative Officer Date

Dean, Assistant Vice President, Vice President, or Provost Date

Vendor Party

Procuring Party

Dual Services Memorandum of Agreement

By: _____

By: _____

Title: _____

Title:

APPROVED: TENNESSEE BOARD OF REGENTS*

DEPARTMENT OF FINANCE AND ADMINISTRATION*

By: _____

By: _____

* When Required

* When Required
