

## Agency Services Policy

<b>Effective Date:</b>	October 11, 2019
<b>Supersedes:</b>	New Policy
<b>Policy Review Date:</b>	5 years from effective date
<b>Issuing Authority:</b>	Research Foundation President
<b>Responsible Party:</b>	General Counsel
<b>Contact Information:</b>	518.434.7045 <a href="mailto:rlegal@rfsuny.org">rlegal@rfsuny.org</a>

### Reason for Policy

This document sets forth Research Foundation (RF) policy on establishing and administering agency services to campus-related entities. "Agency services" include human resources, payroll, vendor payment and purchasing services that the RF performs on behalf of a campus-related entity.

"Campus-related entities" include clinical practice management plans, outpatient facilities, affiliated health care facilities, campus-based foundations and affiliated corporations created under the RF Affiliated Corporation Policy.

### Statement of Policy

Establishment of an agency services relationship with a campus-related entity requires:

- Submission of a request to the RF President by the campus president or designee and the campus Operations Manager (OM) that includes a statement that providing agency services to a campus-related entity serves the mission of the campus or SUNY; and that the campus-related entity has adequate funds identified and available to pay for the services and adequate resources to administer the activity
- Approval of the request by the RF President or designee
- A written agreement between the RF and the entity for which the services are being performed. The agreement should include:
  - Definition of services to be provided
  - Responsibilities of both parties
  - Definition of allowable disbursements
  - Authorized signatures for disbursements
  - Administrative/agency fees
  - A process to review and/or close inactive awards after a specified time frame
  - Dispute resolution process
  - A procedure for annual review to amend the agreement, as necessary
- Office of General Counsel (OGC) approval of the agreement by which the services will be provided
- A review of insurance requirements for the services  
Once established, an agency services relationship with a campus-related entity must meet the following requirements:
  - The account cannot operate in a deficit.
  - The relationship must have adequate internal controls for cash receipts and cash disbursements
  - The relationship must have adequate supporting documentation and authorized signatures for disbursements. Exceptions to any requirements of this policy require approval of the Chief Financial Officer

(CFO).

## Fees

Agency fees can be charged as deemed appropriate by the campus Operations Manager or delegate. The agency fee revenue earned by the campus will be allocated to the campus via the RF Research Management and Support (RMS) allocation. The RF Central Office cost to administer the activity will be assessed and will be deducted as part of the RMS allocation.

## Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

Responsible Party	Responsibility
Campus President or delegate	Submit request to provide agency services to campus related entities
RF President	Approve or deny request to establish an agency service relationship with a campus related entity
Operations Manager (OM) or Deputy OM or delegate	Comply with policy for campus related activities. Along with the campus president, submit the request for agency services to the RF President
General Counsel (GC) or delegate	Approves agreement
Chief Compliance Officer (CCO) or delegate	Approves insurance requirements
Chief Financial Officer (CFO) or delegate	Provides support for payroll, vendor payment and purchasing services and campus financial risk accountability.
Vice President for Human Resources or delegate	Provides support services for human resource services.

## Definitions

*Agency services*– fiscal or staffing and human resources services provided to and on behalf of a SUNY campus-related entity.

*Fiscal services*– accounts payable provided to and on behalf of a SUNY campus-related entity.

*Staffing and human resources services*- payroll and fringe benefits and human resources services including hiring and recruitment provided to and on behalf of a SUNY campus-related entity.

## Related Information

[At Risk Policy](#)

[Financial Risk Accountability Policy](#)

[Responsibility for Losses Policy](#)

SUNY Agency policy and procedure

## Forms

None

## Change History

Date	Summary of Change
October 11, 2019	Converted procedure into policy with modifications.

### Feedback

Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).

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