**Agreements to Procure Services from a Member:**

**Introductory Guidance**

1. **Relevant Authority**

Under certain circumstances, a PCA-HCCN may contract with a member to procure the services of one or more of the member’s personnel, which services will be provided to the PCA-HCCN and/or to other members. Both the PCA-HCCN and the member should execute a vendor agreement containing terms and conditions that are common to all contractual arrangements to protect each party’s interests and to ensure that each party understands its rights and responsibilities in the contractual relationship. (See [Federal procurement requirements: Introductory guidance](https://www.healthcentercompliance.com/subscriber/pca-toolkit/volume-2/836) and [Federal Anti-Kickback Law and common contract terms: Introductory guidance](https://www.healthcentercompliance.com/subscriber/pca-toolkit/volume-2/837) for additional discussion regarding this topic).

1. **Written Tools**
	1. [Terms for vendor agreements: Checklist](https://www.healthcentercompliance.com/subscriber/pca-toolkit/volume-2/840)