

CONTRACTUAL SERVICES POLICY

1. What is a contract?

A contract is a written agreement between parties for goods, services, and other forms of exchange intended to be enforceable by law. Student Activities Association, Inc. (SAA) contracts are often used when an organization or department wants to pay someone or some company (contractor) to provide a professional service (speaker, band, DJ, performer, instructor, etc.).

2. Are there any restrictions on who can be contracted for their services?

CUNY employees can't be contracted for their services.

3. What is the process for contracting a professional service?

An organization or department planning to acquire a professional service must confirm if the individual and/or contractor has a vendor ID.

If not, please submit the following documentation to saabo@jjay.cuny.edu to have a vendor add request be submitted to the CUNY Vendor Management Unit for vetting and approval. CUNY Vendor Management Unit approval takes forty-eight (48) hours to process. Documents required for the CUNY Vendor Management Unit are the following:

CUNY Substitute W-9 Form

Main address cannot be a "P.O. Box" address. CUNY Vendor Management Unit allows a P.O. Box to be only used as an additional address for payment/invoicing.

CUNY Vendor/Payee Direct Deposit (ePayment) Request Form

A voided check, bank statement, or bank letter verifying account/routing numbers must be submitted with direct deposit request form. Bank documents must contain the vendor's legal name as registered with the IRS.

Document Verification Memorandum

Memorandum verifies documents were received directly from the vendor.

*Prior to creating a requisition, all documentation must be submitted in PDF format to saaboforms@jjay.cuny.edu by a CSIL coordinator or department designee **twenty-five (25) business days** prior to the planned date of service. The Student Activities Association Business Office will schedule a meeting with the department designee or CSIL coordinator and the contractor for events that yield more than three (3) contracted services.*

Requisitions must be created in CUNYFirst for contractual services after the SAA Business Office approves the documentation. For more information regarding creating a requisition and the procurement process please review our purchasing policy.

*Contract requests twenty thousand (\$20,000.00) and above must be submitted at least **twenty-five (35) business days** prior to the planned date of service. Before submitting a contract request, please make sure funding is available in your organization's or department's approved budget.*

4. What happens after a requisition is entered and approved in CUNYFirst?

Contractual services cannot be advertised until a Purchase Order is issued by the Student Activities Association Business Office (under \$250) or John Jay College Procurement Department (over \$250), which takes place after the requisition process. Entities will be informed by the Student Activities Association Business Office of when events are approved.

IMPORTANT!

As a general rule - **do not sign anything**. Anything in writing can be deemed a contract or a commitment – quotes, invoices, letters, letters of intent, memoranda of understanding, purchase orders, work scopes, work orders, service agreements, vendor letters, vendor terms and conditions, agreements, letter agreements, vendor agreements, etc.

Payment will be processed within five (5) to ten (10) business days after a receipt is entered into CUNYFirst once services have been rendered.

CONTRACT CHECKLIST

The contract checklist is an outline of the documentation required for approval of a department or organization contract request.

CUNY Substitute W-9 Form (Rev. V190701)

CUNY Vendor/Payee Direct Deposit (ePayment) Request Form

Check Request Form

Invoice provided by the individual contractor

Invoice should include vendor contact information, details of services and/or product being provided, invoice number, cost of service and/or product.

Biography and/or promotional materials

Information describing the individual(s) or business providing the service.

SAA Oral Bid

This form will be required for DJ's and Photo Booths costing \$250.00 and above.

Flyer

Flyer advertising the planned activity is required.

Certificate of Liability insurance (\$1,000,000.00)

Required for artists and DJs to present general liability insurance.

Rider for personal services agreement (If Applicable)

Depending on the nature of the service, the Student Activities Association Business Office may require a rider for expanded coverage on a contractor's general liability insurance.

Insurance (InterCity Agency)

A certificate of insurance from InterCity Agency, Inc. is required for DJ'd college dances. CSIL Coordinators and Department designees are responsible for obtaining the certificate of insurance after the sponsored event is approved. The typical amount of liability insurance required is one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. Contact info: InterCity Agency, Inc. (718-279-7700) or info@intercityagency.com

Please note this may require a separate purchase requisition submitted on CUNYFirst prior to the contractual services being approved.