

## **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 CUNY Supplier ID. If the vendor you wish to work with is not in CUNYBuy (does not have a CUNY Supplier ID), please review the [New Vendor Request Form](#) and enter the vendor contact information (legal name, active email address & active phone number) and a description of vendor services to allow the SAA Business Office to submit a new vendor request.*

*The CUNY Vendor Management Unit (VMU) will email the vendor with a CUNYBuy portal registration link. Vendors are encouraged to complete their registration process within one (1) week from receiving their registration link. CUNYBuy Vendor Management Unit approval takes (48-72) hours to process. If a vendor has not completed their registration by the vendor registration deadline then the department/organization should contact the vendor to remind them to complete their vendor registration.*

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

*Requisitions must be created in CUNYBuy 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 CUNYBuy?**

*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. Payment will be processed within thirty days after a receipt is entered into CUNYBuy once services have been rendered.*

### **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.

## CONTRACT CHECKLIST

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

- Check Request Form**
- Contract 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) (If Applicable)**  
*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.***