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?

Services must be provided by independent entities not related to John Jay College. CUNY students cannot 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 Substitute W-9 Form

CUNY Vendor/Payee Direct Deposit (ePayment) Request Form

An organization or department planning to acquire a professional service must submit all documentation listed below in PDF format through the CUNY First portal at least thirty-five (35) business days prior to the planned date of service. Contract request twenty thousand ($20,000.00) and above must be submitted at least forty-five (45) 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, by running a budget check within CUNY First.

Invoice provided by the individual contractor

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 costing $250.00 and above.

Flyer
Flyer advertising the planned activity is required.
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 CUNY First prior to the contractual services being approved.

4. What happens after the Student Activities Association, Inc. & Children’s Center Business Services (less than $250) or John Jay College procurement department (greater than $250) approves my contract request?

Once requisition has been submitted to CUNY First, the Student Activities Association, Inc. & Children’s Center Business Services or John Jay College Procurement Department will issue a purchase order for the vendor. The Student Activities Association, Inc. & Children’s Center Business Services will schedule a meeting with the department designee or CSIL coordinator and the contractor for events that yield more than three (3) contracted services.

CONTRACT CHECKLIST

The contract checklist is an outline of the documentation required by the contractor once a department or organization contract request has been approved.

CUNY Substitute W-9 Form (Rev. V190701)

- W-9 is required for any and all performers, agents, individuals, institutions, or companies being paid for services rendered. The address on the W-9 must be a permanent address. The Student Activities Association, Inc. & Children’s Center Business Services will process year-end reporting of earned income on cumulative payment(s) of $600.00 or more for the calendar year on IRS Form 1099 Miscellaneous for these individuals and businesses.

Copy of valid State I.D., U.S. Passport, Permanent Resident Card, Employment Authorization Document (Card) that contains a photograph (Form I-766)

One document from the list above must be presented.

Copy of Social Security Card

Required for individuals not affiliated with a business.

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

Required for artist and DJs to present general liability insurance.

Copy of Federal Tax ID (EIN) Letter

Businesses must provide a Federal Employer Identification Number.
Copy of Certificate of Authority (Not required for Companies formed in NY State)
Businesses are required to submit their certificate of authority to show proof that they have permission to do business in New York State if their business was originally formed outside of New York State.

Rider for personal services agreement (If Applicable)
Depending on the nature of the service, the & Children’s Center Business Services may require a rider for expanded coverage on a contractor’s general liability insurance.

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. Generally, College staff not in the & Children’s Center Business Services and/or Purchasing Department is only authorized to sign purchase requisitions and receiving reports.