



PURCHASE OF SERVICES – CHART OF REQUIRED DOCUMENTS

Contract Type Description of Service	No Agreement Needed	Vendor's Contract	Waiver of Liability Agreement	Independent Contractor Agreement (ICA)	Professional Services Agreement (PSA)	Sports Officiating Agreement (SOA)	Public Works Agreement (PWA)	Other Required Documents All vendors must provide a BEC Form and W9 to do Business with the District.
Printing, Banners, Plaques, Apparel Printing*	X							Quote/Proposal
Advertising, Publications, with content created by District		X		X				Certificate of Insurance (COI) Reference: Insurance Requirements
Marketing Services, Content Creation, Social Media Services					X			Certificate of Insurance (COI) Professional Liability Insurance is required (also referred to as Errors & Omissions Insurance) Reference: Insurance Requirements
Performing Arts, Guest/Workshop Speaker			X					Quote/Proposal – If services not paid, use Volunteer Waiver of Liability Agreement
Sports Officiating Referees/Umpires						X		Quote/Proposal/Event Schedule COI may be required
Sports Trainer/ Doctors – physical evaluations					X			Certificate of Insurance (COI) Professional Liability Insurance is required (also referred to as Errors & Omissions Insurance) Reference: Insurance Requirements
Professional Services i.e. Architects, Engineers, Attorneys, Accountants, IT related, and other professional consultants					X			Certificate of Insurance (COI) Professional Liability Insurance is required (also referred to as Errors & Omissions Insurance) Cyber Liability for IT related. Reference: Insurance Requirements
Online Subscriptions, Software, IT Maintenance Agreements **		X						Quote/Proposal, Vendor End User License Agreement, VPAT/HECVAT
Furniture delivery, assembly – without anchoring or affixing				X				Certificate of Insurance (COI) Reference: Insurance Requirements
Furniture delivery and assembly – with anchoring or affixing. ***							X	Certificate of Insurance (COI) Reference: Insurance Requirements
Routine & Recurring Maintenance of equipment or facility				X				Certificate of Insurance (COI) Reference: Insurance Requirements
Public Works projects less than \$60K							X	Certificate of Insurance (COI) Reference: Insurance Requirements



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Transportation Services – Bus, Limo, Van				X				Certificate of Insurance (COI) Confirmation of licensure, insurance and complaint history printed from CPUC Website . Contract must provide specific pick up/drop off times, name and date of event, type of vehicle, lodging for driver if applicable. Reference: Insurance Requirements
Banquet – Facility off campus**		X						Quote/Proposal
Food Service on Campus – catered food cooked or warm i.e. Food Trucks, Trailers, Carts, Vans, Other Portable, Mobile ****				X				Certificate of Insurance (COI) Reference: Insurance Requirements County Health Dept. Certificate required
Food Service – delivery only (trays, box lunches)	X							Quote/Proposal

* Purchases relating to printing, plaques/awards, banners, t-shirts will be treated as purchases of goods and can be done by quote. Exception: If the vendor is doing anything other than delivering the goods to campus (ex., installation), purchase will be viewed as one for services and an ICA will be needed and insurance will be required.

**A Vendor's form agreement can only be used in place of the District's standard contract form upon approval by the Director of Business Services, and if unavailable, his or her designee. The Initiator does not have the authority to approve use of the vendor's form.

*** Furniture installation and delivery above \$25,000 for total quote amount inclusive of labor, shipping & materials requires prevailing wage registration with the DIR and may require Payment & Performance Bonds – Consult Purchasing Department for further guidance.

****County Health Department Permit <https://deh.santaclaracounty.gov/food-and-retail/compliance-retail-food-operations/apply-permit-mff>

County Health Approved Mobile Food Facilities List <https://deh.santaclaracounty.gov/consumers/food-safety-programs/view-approved-mobile-food-facilities>

Consult the [Purchasing Matrix](#) for who has the authority to sign an agreement. If a vendor's form of agreement has been approved for use, or if any change is made to the District's standard contract form, the Vice Chancellor of Administrative Services must sign the Agreement regardless of the amount of the contract.

This chart is meant to serve as a tool and provide general guidelines. There may be exceptions depending on facts and circumstances presented by a particular contract. The Director of Business Services will have final authority to require additional or different documentation.

Please note that all guides, forms and templates are located in the Purchasing Toolbox
<https://sjccd.edu/district-services/general-services/purchasing-toolbox>