

Types of Contracts

General Services (Other Than Professional)

A General Services contract is used for the purchase of useful manual skills or labor that may or may not produce a tangible commodity.

Examples of these services include, but are not limited to: Security Guard Services, Transportation Services, Clothing Rental and Cleaning, Laundry, Film Processing, Janitorial Work, Window Washing, Rubbish and Waste Removal, and Service and Repairs to Equipment.

Please refer to the University Purchasing policy for the acquisition of such services at:

http://www.columbia.edu/cu/administration/policylibrary/responsible_office/pchs.html

Professional Services

Professional Services means those services provided under an agreement with the University by a business firm or individual acting as an Independent Contractor and qualified by education, experience and/or technical ability as defined below. An essential element distinguishing Professional Services from other services is confidence, trust and belief in not only the ability but also the talent of the individual(s) performing the services. Professional Services are primarily for intellectual or creative skills. Agreements for services involving primarily manual skills or labor are not considered Professional Services agreements. If the Professional Services agreement is with a business entity, the individuals whose education, experience, and technical ability provided the basis on which the business entity was selected must meet the required qualifications.

Professional Services are further defined as follows:

- Qualified by education means the individual(s) must have obtained the level of education required to provide the requested services.
- Qualified by experience means the individual(s) must have the level of general experience required to provide the requested services.
- Qualified by technical ability means the individual(s) must demonstrate a high degree of skill or ability to provide the requested services.

A detailed list of specific Professional Services can be found in the [Professional Service Categories](#) section of this site. For other services not specifically listed, the Purchasing Department, using the factors identified above, will determine on a case-by-case basis whether such services qualify as Professional Services. Any services identified as Professional Services must be procured in accordance with this section.

Performer Agreements

Central Purchasing has been evaluating the use and risks associated with the engagement of performers (e.g. dancers, actors, musicians, etc.) at the University. At present As you all know, currently we require that all performance engagements are accomplished through the use of a

standard University performance agreement and a Purchase Order. Once these are completed the associated invoice can be processed for payment through Accounts Payable. After careful review between General Counsel, Purchasing and Risk Management we have determined agreements are paid through a PO. We have analyzed the benefits of this practice vs. the requirements for this category, and we have decided that this category of spend can be safely moved from a Purchase Order to Voucher only, which will allow you to expedite the process and engage/pay performers more effectively and in a timely fashion.

Background. There are three categories of performers from our point of view:

- 1) individual performers plain and simple, for whom we require a completed standard University agreement contract but no longer a certificate of insurance;
- 2) individual performers requiring props (such a DJ for instance who needs electric equipment to perform), for whom we require a completed standard University agreement contract AND a certificate of insurance ;
- 3) ensembles, for which we also require a completed standard University agreement contract and a certificate of insurance.

The above three categories will remain, as the requirements in terms of documentation, because the risk profiles are the same. Also, the three standard University agreements contracts we currently use for each category shall remain. They are attached for your convenience and for quick reference.

Process. Let's go through the process you will need to use:

- 1) fill out the standard University agreement;
- 2) have the performer sign the agreement
- 3) email send the agreement to the attention of Angela Ramos (ar3@columbia.edu) on Service Provider Team in Purchasing Contract Services Group, attention Angela Ramos (would also recommend copying me at lucabarbera@columbia.edu in case Angela is out of the office).
- 4) once the agreement is received by Purchasing we shall review the agreement and if all is acceptable have the contract signed by Purchasing, scanned, and returned it to you; at this point, the role of Purchasing ends unless there is a problem;
- 5) when processing the invoice for payment through AP/CAR be sure to submit the fully executed agreement and - if needed - the certificate of insurance to AP.

The process is very similar to the writer release agreement process in case you are familiar with it.

Operationally. The normal turn around of the executed agreement from Purchasing to should be within 48 to 72 hours, but we would encourage processing of this paperwork well in advance of the performance to it is possible to process all this well in advance of the performance to ensure a

timely immediate payment to the performer.

If for some reason there is a rush, please let us know, indicate it clearly in the initial email.

**Construction Services
(Architectural & Engineering Services only)**

A Construction Services contract is used to procure construction related services that are obtained through the appropriate Facilities Management Department (i.e. Architects, Engineers, Construction Managers, etc.).

The process for acquiring such services is described at:

http://www.columbia.edu/cu/administration/policylibrary/policies/posc/257.html?base=responsible_office