Guidelines for Use of Agreement Types

The following are general guidelines for use of the Visiting Speaker/Performer Agreement, Limited Service Provider Agreement, the Short-Form Independent Contractor Agreement and Master Service Agreements for Construction Trades, Architect/Engineer and Maintenance. They are guidelines only. If you have any questions as to which form of agreement should be used in a particular instance, contact the Risk Manager or General Counsel.

How to	Visiting	Limited	Short-Form	Long-Form	Master	Master Service	Master	Master
Select	Speaker/Performer	Service	Independent	Independent	Service	Agreement - Design	Service	Service
Proper	Agreement	Provider	Contractor	Contractor	Agreement		Agreement -	Agreement
Agreement		Agreement	Agreement	Agreement	Construction		Engineer	for
_					Trades			Maintenance
Value	\$7500 or less	\$5,000 or	\$50,000 or	More than	Amount	Amount varies*	Amount	Amount
		less	less	\$50,000	varies*		varies*	varies*
Frequency	One-time/One Day	Four-	One Year or	More than	More than	More than One Year	More than	More than
of Services		times/One	Less	One Year	One Year		One Year	One Year
		Year or Less						
Risks	Normal risks	Normal risks	More than	More than	Risks	Risks associated	Risks	Risks
	associated with	associated	normal risks	normal risks	associated	with	associated	associated
	engaging a third	with	associated	associated	with	Design/Architectural	with	with
	party to provide	engaging a	with	with	Construction	Services.	Engineering	Maintenance
	services; minimal	third party	engaging a	engaging a	Trades.		Services.	Services
	probability of	to provide	third party	third party				
	claims; and	services;	to provide	to provide				
	deliverables or	minimal	services;	services;				
	services are	probability	some	some				
	important but not	of claims;	probability	probability				
	critical to College	and	of claims;	of claims;				
		deliverables	and	and				
		or services	deliverables	deliverables				
		are	or services	or services				
		important	are	are				
		but not	important to	important				
		critical to	College	or critical to				
		College		College				
Expenses	Expenses of less	Expenses	Expenses	Expenses	Expenses	Expenses vary	Expenses	Expenses
	than \$2500	Included	between	Exceeding	vary		vary	vary
			\$2500 and	\$10,000				
			\$10,000					

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Intellectual	None, or very	None.	Intellectual	Intellectual				
Property	limited (e.g., no		Property	Property				
Issues	recording of		Ownership	Ownership				
	speech or concert)		and Rights	and Rights				
			are straight-	are straight-				
			forward or a	forward or				
			minor	a minor				
			concern	concern				
Deliverables	N/A	N/A	Can be	Cannot be				
			identified in	identified in				
			a specific	a specific				
			manner at	manner at				
			start of	start of				
			contract	contract				
Insurance	Insurance may be	Insurance	Waiver of	Required	Required	Required Because of	Required	Required
	waived	may be	insurance	Because of	Because of	the Risks Involved	Because of	Because of
		waived	may be	the Risks	the Risks		the Risks	the Risks
			considered	Involved	Involved		Involved	Involved
Is the	Independent	Independent	Human	Human	Human	Human Resources	Human	Human
person	Contractor	Contractor	Resources	Resources	Resources	and the	Resources	Resources
properly	Guidelines must be	Guidelines	and the	and the	and the	Independent	and the	and the
classified as	consulted	must be	Independent	Independent	Independent	Contractor	Independent	Independent
an		consulted	Contractor	Contractor	Contractor	Guidelines must be	Contractor	Contractor
Independent			Guidelines	Guidelines	Guidelines	consulted	Guidelines	Guidelines
Contractor?			must be	must be	must be		must be	must be
			consulted.	consulted.	consulted		consulted	consulted

^{*} Value can by any amount for initial agreement. For subsequent projects, amounts \$10,000 and over require a new work order/purchase order. Amounts under \$10,000 do not require an additional work order/purchase order unless details are warranted for scope or risk purposes.