

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

## Guidelines for Use of Agreement Types

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

\* Value can be 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.