

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
UNIVERSITY STUDENT UNION**

**Contracts Policy**

**SUBJECT:** Contracts Policy

**REFERENCE:**

- ICSUAM 5000.00 Contracts & Procurement Policy Introduction, 12/11/2014
- USU Risk Management Policy
- USU Procurement Policy, 07/01/17
- USU Credit Card Policy
- CSU General Provision for Acquisition of Goods, Section 37
- CSU General Provisions for Service Acquisitions, Section 36
- CSU General Provisions for Information Technology Acquisitions, Section 42
- CSU General Provisions for Maintenance Tasks (Facilities Maintenance), Section 35

**POLICY**

The USU is committed to maintaining high standards of performance based upon fair, ethical and professional business practices. The University Student Union (USU) contract policy encompasses the following fundamental principles:

1. Recognition that the mission of the USU is to foster the achievement of students' educational goals by facilitating a strong connection between students and their campus community.
2. Recognition that the continual development and refinement of our contracting policy to establish efficiencies, transparencies, and safeguards in obtaining the best value for the USU in the acquisition of goods and services.
3. Recognition that this policy will be in accordance with sound business judgment and good business practices, and that the policy is paramount to the effective and efficient total operation of the USU.
4. Recognition that the policies contained herein are intended to establish a baseline for compliance with State law and Trustees policy. It is the responsibility of the USU to consult with the campus to determine the disposition of any issue not specifically addressed herein or otherwise prescribed in law or regulation.

The USU requires signed contracts with contractors, vendors, and suppliers who provide services, with clients who rent meeting rooms on a short-term basis, and with tenants who sublease office space on an annual basis. Having signed contracts in place ensures that risk management processes are not bypassed as contractor or client activities could result in an insurance claim against the USU from injured third parties.

There are three different contract types used to contract for services:

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- Contract for General and Professional Services
- Contract for Artistic Services
- Contract for Information Technology (IT) Consulting Services

There are two contract types used for clients and tenants who rent space:

- Terms of Reservation Agreement (short-term rental)
- Sublease Agreement (annual rental)

Contracts are not required for the routine purchase of materials and supplies if no service is involved.

By accepting a contract or purchase order with the USU, the Contractor certifies that no materials, equipment, supplies, or services have been supplied in whole or in part by sweatshop labor, forced labor, convict labor, or indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor.

The certification is evidenced by the Contractor by signing the CSU General Provisions or by the contractor accepting a USU Purchase Order.

The USU Executive Director/designee is authorized to approve limited written exceptions to this policy including the approval of engaging in business with contractors, vendors, and suppliers who refuse to sign the USU's contract. The basis for approval of engaging in business with a contractor who refuses to sign a USU contract is to determine if the service provided by the contractor is critical to the business, administrative, or programmatic operations of the USU. A Risk Assessment must be completed to document the acceptance of assuming the contractor, vendor, and supplier risk.

If the USU and contractor mutually agree to sign each other's agreement, the USU's contract language shall take precedence. In addition, it is permissible for the USU to sign the contractor's agreement if the USU's indemnity, insurance, subcontractor, and confidentiality clauses are added to the contractor's agreement.

*Recommended for approval by the Finance Committee on*

*Approved by the Board of Directors on*