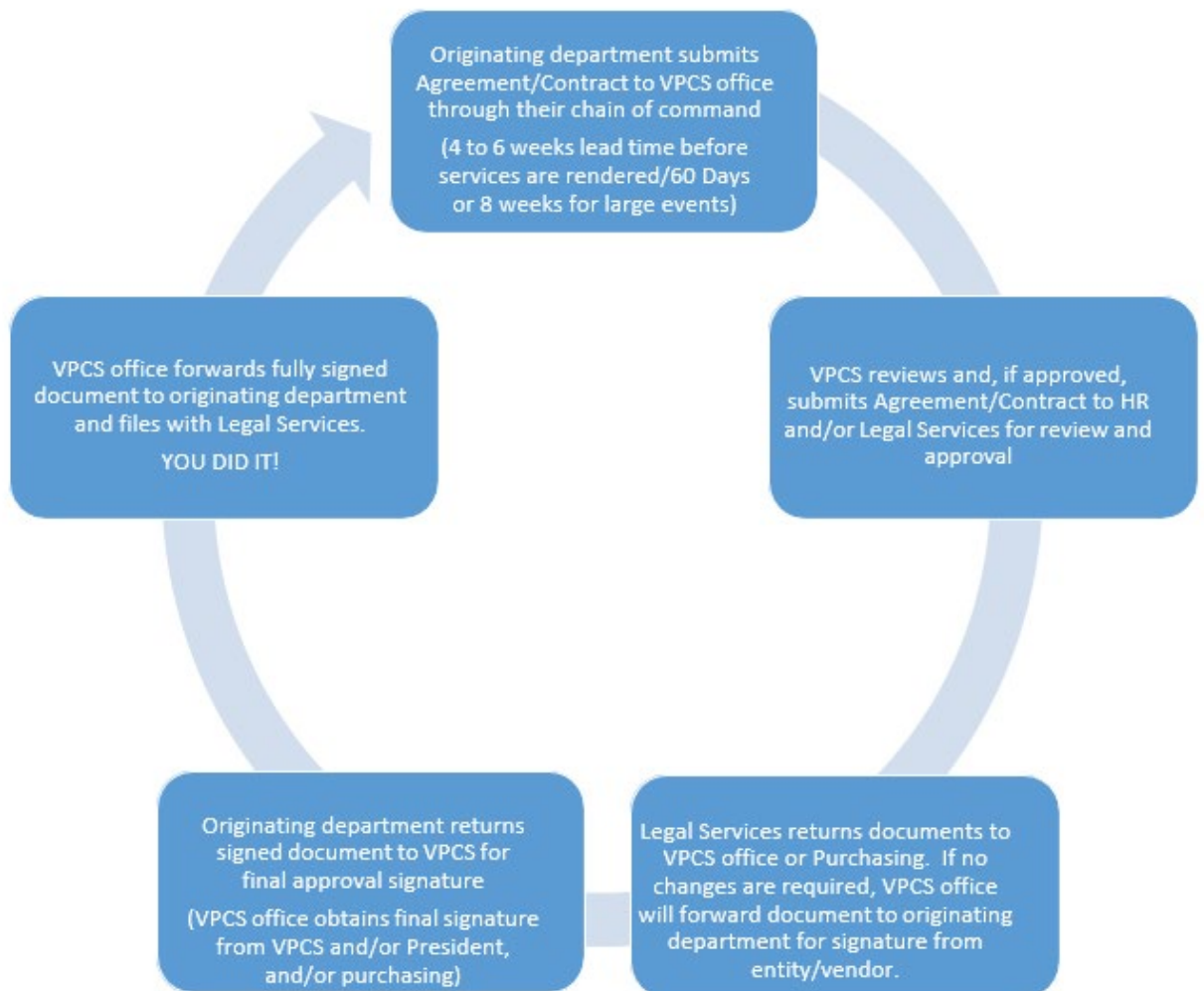


## Quick Guide: Agreements, Contracts, and MOUs

### Part 1: Why are contracts and agreements important? (Context)

These documents are important because they formalize our partnerships, protect us from liability, and ensure payment to vendors. The review process also ensures that you are following all Board Policies, Processes, and Procedures as well as requirements from Legal Affairs, Purchasing, and Risk Management.

### Part 2: Flowchart with TIMELINES



### Part 3: Reminders

- Final Documents in Word Format should be emailed to VPCS Office 4 to 6 weeks lead time before services are rendered/60 Days or 8 weeks for large events such as Winter Wonderland, PACfest, Pumpkin Patch, etc... If payment is needed, requisition should be submitted when documents are submitted to VPCS Office.
- Low Risk Agreements are meant only for low risk services ie speakers.
  - Legal advises that the following types of services **cannot** be low-risk agreements: Electrical work, catering/food services, valet services, petting zoos, anything that has high risk of injury, damage, or illness, etc. Bands are included in this list due to their instruments, and electrical surges. These types of agreements will need a Services Agreement.
- Services Agreements require an ACTIVE Certificate of Insurance (COI). The Services Agreement Template outlines insurance coverages for the minimum coverages allowed. COI must list "Alamo Community College District" as a NAMED ADDITIONAL INSURED and beneficiary of contractual indemnification coverage and waiver of subrogation. COI must have active and current dates to cover the dates of services/event ie. If event is June 12, 2022, then COI must be from June 11, 2022 to June 13, 2022.
- Facilities Use Agreements (FUA) should be used if an outside organization/individual is using the facilities at PAC such as PERF, OZU Legacy, or parking lot for mobile clinic for less than a month at a time. An FUA should be used whether an organization is paying rental fee or not and should follow: [pac-procedure-f5\\_0.pdf \(alamo.edu\)](#).
  - For reservations for internal stakeholders related to PAC events, programming, meetings, please reference: [pac-procedure-f4\\_0.pdf \(alamo.edu\)](#)
- Memorandum of Understanding (MOU) is a mutual agreement between Alamo Colleges/PAC and Co-Party ie. ISD. You can submit MOU Templates from outside organizations, but templates still require approval by legal. If another office within Alamo Colleges is executing agreements ie Vice Chancellor for DC/ECHS MOUs, then please be sure to send fully executed copy to Office of VPCS and include Office of VPCS in the routing/review process.
- Employees (Part-Time or Full-Time or Employed within same calendar year) cannot be contracted as they cannot be paid via a paycheck and another form of payment ie direct pay. HR confirms as part of the process that individuals on contract are not employed by Alamo Colleges.
- The contractor will always sign the documents first prior to VPCS/President/Purchasing signing to ensure the College receives a fully executed copy. If contractor signs last, then there is no guarantee an executed copy will be filed with legal by Office of VPCS because documents are not returned.
- Documents must be sent to VPCS in electronic Word format so that legal may make edits. Do not send documents in PDF until approved by VPCS Office to do so.
- All on campus food both vendors must have insurance and should use an Event Vendor Agreement Form. Food Trucks not part of dining services contract must also complete Food Truck Contract Agreement Form. There are no exceptions. This includes sale of services, food, and goods.
- Templates can be found at the following and always pull from the website vs. working from a saved copy as templates are updated regularly. <https://www.alamo.edu/about-us/offices-departments/departments/legal-services>
- Reference [pac-procedure-a20\\_0.pdf \(alamo.edu\)](#) and [pac-procedure-a20\\_0-process-for-agreements-and-contracts.pdf \(alamo.edu\)](#) for additional FAQs, Process, and Resources.

By signing this document, I commit to learn the process of developing and submitting agreements/contracts/MOUs/other forms of agreements. I also commit to read and follow the College Procedure, Process Overview, Quick Guide. Finally, I will engage in ongoing learning as the process evolves and will submit contracts to allow for ample time to review (4-6 weeks).

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Name

Date

**NOTES (written by the best contract/agreement developer ever!):**