

# Event Agreement Policies and Procedures

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# Introduction



# Signature Authority

## Should contracts be signed before or after events/services performed?

- We should have a signed agreement whenever a vendor is performing professional services, high risk/high profile/unusual services.

## Can I sign an Agreement? How about my Supervisor?

- Please refer to the [Delegation of Presidential Authority](#) for a list of who is authorized to obligate Ga Tech to a contract. In general, only a Contracting Officer in the Purchasing Department can sign Agreements. Remember- if you or someone in your department signs an Agreement, you can be held personally liable for any charges from the vendor. Only AUTHORIZED people can obligate Ga Tech funds.

# Signature Authority

## **When should I expect a signed agreement back?**

- We rarely have agreements that comply with all of the guidelines set in place by the state. We typically have to review & mark-up these agreements, which could take some time. We ask that you submit an agreement for signature as soon as possible to allow time for review & possible negotiation of terms before your event is to take place.

# Contract Routing

- If you have an event agreement that needs to be signed, submit it via ServiceNow, regardless of amount. Once received by Procurement, we will review, obtain any additional documentation, & sign off on the agreement.
- In some cases, you may be asked to place the agreement on requisition for review & signature, but this will be determined by Procurement once the agreement is received.

# Contract Signatures

## Signatures:

1. End users should submit a requisition when the agreement is for an amount \$2500 or greater and the event is taking place in the current fiscal year.
  - a. Exceptions to this rule are listed in #2 below. Please review those before deciding which route is appropriate.
  - b. If for some reason the agreement is not signed at the time of the PO, please reach out directly to the buyer for an expedited review.
  - c. If an end user has an agreement for less than \$2,500 that needs to be signed, the end user should submit a requisition and attach the agreement under the attachment section and select "Signature Required" under the attachment category.
  
2. End users should submit a ServiceNow ticket if purchase falls into any of the following categories:
  - a. If the agreement is for Hotel and Event bookings for a future fiscal year.
  - b. If the agreement is for a hotel room block, where the entire fee will be paid by the individuals booking the rooms and does not commit any GT funds. \*Please note this in the ticket.
  - c. If the agreement is being paid directly by the GT Foundation.

# How to Submit a ServiceNow Ticket?

## Link to access ServiceNow:

Georgia Tech Services and Support (service-now.com)

1. Select Financials.
2. On the left hand side of the Financials Administration Support page select “Procurement.”
3. Under “Service Catalog” click “Request Help” to submit a ticket.



# Compliance Documentation

**Before signing off on the event agreement, the following documentation may be needed:**

- E-Verify Affidavit
- Certificate of Insurance
- Certification of Funding for Reservations
- Food & Group Meal Form
- Off-Campus Exception Form
- Campus Alcohol Form

# E-Verify Affidavit

- **Who Requests This:** Procurement
- **Who Completes This:** The Vendor
- **Where You Can Find It:** You can find this form & related information on Procurement's [website](#)

# E-Verify Affidavit

- In order to comply with a State regulation, Georgia Tech requires a fully completed, signed and notarized [E-Verify Affidavit](#) from any vendor that provides labor or services in an amount that exceeds \$2,499.
- It is the responsibility of Procurement to obtain this document, however we have found that the request is expedited when the vendor is made aware of the request from their primary point of contact.

# E-Verify Affidavit

- Please see the instructions below on how to complete the E-Verify Affidavit Form.

**Company's 4-7 Digit E-Verify Number**

\_\_\_\_\_  
Federal Work Authorization User Identification Number

**Name of the Vendor**

\_\_\_\_\_  
Name of Contractor

**Board of Regents of the University System of Georgia by and on behalf of the Georgia Institute of Technology**

\_\_\_\_\_  
Name of Public Employer

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**Date in which the vendor signed up for E-Verify**

\_\_\_\_\_  
Date of Authorization

**Workday Requisition Number (RQ-#) or Brief Description of the Service**

\_\_\_\_\_  
Name of Project

**Notary Signature Required**



**Notary Information Required**



# Certificate of Insurance

**Who Requests This:** Procurement

**Who Completes This:** The Vendor

Vendor may need to furnish to GIT a certificate of insurance indicating that the following coverage is in effect and naming officers, agents and employees of the Board of Regents as additional insured.

# Insurance Requirements

<u>Type of Insurance</u>	<u>Coverages</u>	
<b>1. Commercial General Liability Occurrence (1996 ISO Occurrence Form S or Equivalent)</b>	Premises & Operations	\$1,000,000/occurrence
	Products & Completed Operations	\$1,000,000/occurrence
	Personal & Advertising Injury	\$1,000,000/occurrence
	Contractual Liability	\$1,000,000/occurrence
	General Aggregate	\$2,000,000
<b>2. Business Automobile Liability</b>		\$1,000,000 CSL
<b>3. Commercial Umbrella Liability</b>		\$2,000,000/occurrence
<b>4. Worker's Compensation (Employer's Liability)</b>	a. Bodily Injury by Accident	a. \$1,000,000/accident
	b. Bodily Injury by Disease	b. \$1,000,000/employee
<b>5. Professional (errors &amp; omissions) Liability</b>		\$3,000,000/occurrence; \$3,000,000 annual aggregate

# Certificate of Funding for Reservation

**Who Requests This:** Procurement

**Who Completes This:** The Department

**Where You Can Find It:** You can find this form & related information on Procurement's [website](#).

# Certificate of Funding for Reservation

Due to COVID-19, we had most of our planned events for 2020 & 2021 cancelled due to state & federal regulations. To mitigate risk, we created the **Certificate of Funding for Reservation** form to ensure that the liquidated costs owed to the venue in the event of cancellation are available.

## When is a Certification of Funding needed?

- Certification of Funding for Conference-Hotel-Venue Reservations form must be used for reservations where the obligation is over \$25K.
- For a hotel/conference venue where you are not encumbering 100% of the total obligation of the agreement on a PO. (Example: Processing of a requisition where we are only encumbering the initial deposit)
- When a hotel/conference venue agreement is submitted for signature in ServiceNow. Since no funds can be encumbered in SN, this completed/signed form from the dept. needs to be attached to all SN hotel agreements before signature.
- For hotel/conference/venue agreement where GT is reserving blocks of space where eventually the costs will be covered by participants (conferences, symposiums).



# Food and Group Meal Form

**Who Requests This:** Procurement

**Who Completes This:** The Department

**Where You Can Find It:** You can find this form & related information on Procurement's [website](#).

# Food and Group Meal Form

- The Food & Group Meal Form is required for all events where food is being provided.
- Events processed directly through the GT Foundation or GTRC do not require the Food & Group Meal Form.
- Meal per diem limits are imposed for most state-funded events.
- The policy does not allow you to go to a restaurant, sit down, order, and pay for your lunch there.
- You may use a P-Card when you order ahead of time from the office for delivery or pick up.

# Campus Alcohol Form

**Who Requests This:** Procurement

**Who Completes This:** The Department

**Where You Can Find It:** You can find this form & related information on the Special Events [website](#).

# Campus Alcohol Form

Organizers of Georgia Tech events on-campus where alcohol is to be served must submit an **Alcohol Approval Form** prior to the event in order to receive approval from the Office of the President or its designees. Three individuals are authorized to approve such events:

1. President or designee
  2. Provost
  3. Executive Vice President for Administration and Finance
- On-campus events with alcohol where students are invited must be approved in advance by the Vice President for Student Affairs or designee before submission to the above.
  - Organizers are responsible for securing prior approval and compliance with related policies (see Related Information section).

# Alcohol (cont.)

Please remember that Georgia Tech funds cannot be used to pay for alcohol & must be paid for by the Georgia Tech Foundation.

- As the GT Foundation is not a state entity like the Institute, taxes must be included in any purchases made with GT funds.
- It is allowable to pay the room reservation/catering portion of an agreement via purchase order & the alcohol via GT Foundation funds. Just be sure that there are two separate invoices: one for the reservation/catering to be entered into Workday & a separate one with just the alcohol to pay via the Foundation.

# Risk Mitigation

- Prior to signing agreements, review of the agreement is required in order to ensure that the terms of the agreement align with our standard terms & that we mitigate any risk that could fall on the institution.
- This includes the possibility of entering a purchase order for any liquidated damages & adding our revised “Force Majeure” language into the vendor agreement.

# Force Majeure

Due to the restrictions enacted during the peak of COVID-19, we discovered the need to draft our own Force Majeure terms. The reasoning is that we noticed most Force Majeure clauses don't include any mention of government shutdown. Please see below for new terms:

*“Force Majeure” shall mean Acts of God, storms, inclement weather conditions, strike, disaster, civil disturbance, war, riot, acts of public enemy, explosion, epidemic, pandemic, curtailment of transportation facilities, insufficient registrations as reasonably determined by Georgia Tech/Insert proper identifier, or any law, order, rule, regulation, state of emergency, act of or restraint by any governmental body of authority, including federal, state or local authorities and agencies, which by exercise of due diligence such party is unable to avoid, or any other occurrence beyond either party’s control. In the event either party’s performance hereunder is rendered impossible, hazardous, or is otherwise prevented or impaired by a Force Majeure event, both parties shall be excused from their obligations hereunder, neither party shall be liable to the other in connection therewith, and any and all deposits and payments paid to the Hotel/Vendor/Insert proper identifier shall promptly refunded to Georgia Tech/Insert proper identifier.”*

Contact  
Business  
Services  
404-894-5000

***“Your Strategic Business  
Partner”***

**Procurement & Business  
Services**

- **Accounts Payable**
- **Business Systems**
- **Insurance & Claims**
- **Logistics**
- **Property Control**
- **Procurement**
- **Travel**



# Questions?



# Thank YOU!

