







**PURCHASING DOCUMENTS MATRIX  
FOR GOODS AND SERVICES**  
Foothill-De Anza Community College District

<b>Agreement Type<sup>1,2,5</sup></b>  <b>Description of Goods or Services</b> 	No Agreement Required	Vendor Terms & Conditions Review Required <sup>3</sup>	Agreement for Services	Limited Engagement Agreement	Public Works and Maintenance Agreement	Sports Officiating Agreement	Transportation Services Agreement	<b>Other Required Documents</b> <b>W-9 Required for new vendors</b> • Cost greater than \$10,000 requires at least three quotes unless purchased under a piggyback <sup>5</sup> or sole source. • Cost greater than the <b>Bid Threshold</b> requires a competitive bid.
Supplies, Custom Printing, Banners, Plaques, Apparel, Accessories, Promotional Items, other tangible goods or materials (delivery only, no installation)	✓							Vendor Quote or Proposal
Advertising, Publications, with content provided by District		✓						Vendor Quote or Proposal
Speaking, Lectures, Limited Performing Arts, Workshops, and other one time limited engagements				✓				Vendor Quote or Proposal
Sports Trainer/ Doctors – Physical Evaluations			✓					Vendor Quote or Proposal Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability • Professional Liability
Professional Services i.e. Architects, Engineers, Attorneys, Marketing Ad Campaigns, Accountants, Information Technology, and other Professional Consultants			✓					Vendor Quote or Proposal Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability • Professional Liability • Cyber Liability (if Personally Identifiable Information PII is involved)
Digital Services, Subscriptions, License Agreements, and Platform Access Contracts <sup>4</sup> ( <b>no</b> professional services involved)		✓						Vendor Quote or Proposal Agreement may be required depending on the services involved May require Certificate of Insurance (COI) • Cyber Liability (if Personally Identifiable Information PII is involved)
Furniture, Equipment delivery, on site assembly and placement, <b>no</b> installation anchoring or affixing <sup>5</sup>			✓					Vendor Quote or Proposal <sup>5</sup> Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability
Furniture, Equipment delivery, on site assembly and placement, <b>with</b> installation anchoring or affixing to facility <sup>5</sup>					✓			Vendor Quote or Proposal <sup>5</sup> CSLB License, DIR Registration Payment and Performance Bonds if cost > \$25,000 Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability
Repairs or maintenance for on-site standalone equipment <b>not</b> affixed to a facility			✓					Vendor Quote or Proposal Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability
Routine and recurring maintenance, repairs of equipment affixed to the facility, landscaping maintenance					✓			Vendor Quote or Proposal CSLB License, DIR Registration Payment and Performance Bonds if cost > \$25,000 Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability

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Public Works Project - Construction, Alteration, Demolition, or Repair work less than \$75,000  Projects costing more than \$75,000 require a public bid. Contact Purchasing for assistance.					✓			Vendor Quote or Proposal CSLB License, DIR Registration Payment and Performance Bonds if cost > \$25,000 Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability
Sports Officiating Referees/Umpires						✓		Vendor Quote or Proposal Event Schedule, COI may be required
Transportation Services – Bus, Limo, Van, Shuttle							✓	Vendor Quote or Proposal <sup>5</sup> Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability Contract must provide specific pick up/drop off times, name and date of event, type of vehicle, lodging for driver if applicable.
Banquet or Events off site		✓						Vendor Quote or Proposal
Food Service on Campus – catered food cooked or warm i.e. Food Trucks, Trailers, Carts, Vans, Other Portable, Mobile			✓					Vendor Quote or Proposal Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability Valid Santa Clara County health permit
Food Service – delivery only (trays, box lunches)	✓							Vendor Quote or Proposal

• **NOTE:** This list is not exhaustive and may not cover all situations or requirements. Any waiver of specific requirements must be approved by the Director, Purchasing, Contracts, and Risk Management.

**1 - Vendor Contracts** - Certain services may use the vendor's contract, consult with the Director, Purchasing, Contracts, and Risk Management for review and approval.

**2 - Payment Methods and Contract Signature Authority**, refer to the [Purchasing and Payment Approval Matrix](#) - Contracts must be fully executed before submission with your Purchase Requisition.

**3 - Terms and Conditions Review** - Consult with the Director, Purchasing, Contracts, and Risk Management to review vendor T&Cs, formal agreements may not be required.

**4 - Technology Purchases** - Consult with ETS to ensure compatibility and avoid duplicating enterprise-wide software solutions. Refer to: [Technology and Software Procurement and Payment Workflows](#)

**5 - Piggybacks** - Purchases made under CollegeBuys Master Agreements established by the Foundation for California Community Colleges (FCCC) can serve as the governing contract in lieu of the District's standard agreement. However, certain purchases may still require supplemental sub-agreements, order forms, or service orders executed under the terms of the applicable FCCC agreement.

• Contract Templates are available at: <https://purchasing.fhda.edu/contracts-and-forms/index.html>

• For additional resources, please visit the Purchasing webpage at: <https://purchasing.fhda.edu/>

• For additional questions or guidance, please [contact](#) the Purchasing Department.

Purchasing, Contracts, & Risk Management (REV. 04/2025)