

PURCHASING DOCUMENTS MATRIX FOR GOODS AND SERVICES

Foothill-De Anza Community College District

AGREEMENT TYPE ^{1,2}  DESCRIPTION OF GOODS OR SERVICES 	No Agreement Required	Vendor Terms & Conditions Review Required ³	Agreement for Services	Limited Engagement Agreement	Public Works and Maintenance Agreement	Sports Officiating Agreement	Transportation Services Agreement	Unless otherwise noted, all purchases require a purchase requisition and the supporting documentation identified below. Purchases that exceed the BID THRESHOLD may require a public bid.
1. GOODS. Office supplies, instructional supplies, laboratory supplies, library materials, furniture (delivery only), custom printing, banners, plaques, apparel, promotional items, athletic equipment, tools, equipment, and other tangible goods that do not require installation or on-site services.	✓							Vendor Quote or Proposal Direct Pay Request (Up to \$5,000) for one-time purchases. Requisition for recurring purchases or capital equipment.
2. ADVERTISING SERVICES. Advertising placements, publications, marketing campaigns, sponsorships, media buys, and similar advertising services where all content is developed and provided by the District.		✓						Vendor Quote or Proposal
3. LIMITED ENGAGEMENTS. One-time, short-term guest speakers, lecturers, keynote presentations, performers, workshops, panel discussions, and similar low-risk engagements that generally do not require insurance. <u>Not</u> for professional, consulting, technical, instructional, interpreting, or other specialized services, even if performed only once.				✓				Limited Engagement Agreement Vendor Quote or Proposal
4. PROFESSIONAL SERVICES. Professional or consulting services including architects, engineers, attorneys, accountants, auditors, information technology consultants, software implementation services, cybersecurity consultants, marketing consultants, grant writers, facilitators, trainers, interpreters, translators, accessibility services (including CART and captioning), environmental consultants, and other professional consultants.			✓					Agreement for Services 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)
5. SOFTWARE AS A SERVICE (SaaS) AND TECHNOLOGY SERVICES. Software as a Service (SaaS), cloud services, software subscriptions, software license agreements, hosted applications, online databases, digital platforms, website services, software implementation, configuration, integration, data migration, technology consulting, training, technical support, and other technology products or services provided through a vendor-hosted or cloud-based environment.			✓					Agreement for Services 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)
6. SOFTWARE SUBSCRIPTIONS AND LICENSES. Commercially available software subscriptions, software licenses, desktop software, mobile applications, online databases, and similar off-the-shelf digital products that do <u>not</u> include implementation, configuration, consulting, training, technical support, or other professional services.		✓						Vendor Quote or Proposal
7. DELIVERY, INSTALLATION, AND EQUIPMENT SERVICES. (Not Public Works) Delivery, assembly, installation, repair, maintenance, inspection, calibration, testing, rental, or servicing of furniture and equipment that is <u>not</u> permanently affixed to or integrated into a District facility. This includes standalone equipment and furnishings that do not require utility connections, anchoring, or modification to a building or other District infrastructure.			✓					Agreement for Services Vendor Quote or Proposal Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability
8. FACILITY MAINTENANCE SERVICES. (Public Works) Maintenance, repair, replacement, inspection, or servicing of building systems or equipment permanently affixed to or integrated into a District facility, including HVAC systems, elevators, fire alarm systems, security systems, irrigation systems, roofing, electrical systems, plumbing systems, landscaping, and similar building or site infrastructure.					✓			Public Works & Maintenance Agreement Vendor Quote or Proposal Vendor CSLB License, DIR Registration Payment & Performance Bonds: Public Works > \$25,000; Maintenance > \$15,000 Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability

9. PUBLIC WORKS PROJECTS: Construction, alteration, demolition, renovation, installation, or repair of District facilities or infrastructure that constitutes a public works project under the California Public Contract Code. Public works projects with an estimated cost of \$75,000 or less may be procured in accordance with the District's CUPCCAA procedures. Projects with an estimated cost greater than \$75,000 require a public bid under CUPCCAA. If you are unsure whether work on a District facility constitutes a public works project, contact Purchasing before submitting your requisition.					✓			Public Works & Maintenance Agreement Vendor Quote or Proposal Vendor CSLB License, DIR Registration Payment & Performance Bonds: Public Works > \$25,000 Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability
10. MEDICAL SERVICES. Team physicians, athletic trainers, sports medicine providers, pre-participation physical evaluations, on-site athletic medical coverage, emergency medical services, and other healthcare or medical support services.			✓					Agreement for Services Vendor Quote or Proposal Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability • Professional Liability
11. ATHLETIC OFFICIATING SERVICES. Referees, umpires, judges, scorekeepers, timers, announcers, officials, and other athletic event support services.						✓		Sports Officiating Agreement Vendor Quote or Proposal Certificate of Insurance (COI) if available • General Liability • Worker's Compensation • Auto Liability
12. TRANSPORTATION SERVICES. Charter buses, shuttle services, vans, limousines, student transportation.							✓	Transportation Services Agreement Vendor Quote or Proposal Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability
13. MEETING AND EVENT FACILITIES. Hotels, conference centers, banquet facilities, meeting rooms, event venues, retreat facilities, and similar off-site facilities rented or reserved for District meetings, conferences, trainings, ceremonies, and special events.	✓							Reservation documentation Direct Pay Request (Up to \$5,000)
14. EVENT PRODUCTION SERVICES. Audio/visual services, staging, lighting, sound systems, photography, videography, live streaming, DJ, audiovisual equipment rental, event production, event coordination, and other on-site event support services.			✓					Agreement for Services Vendor Quote or Proposal Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability
15. FOOD CATERING SERVICES. Full-service catering and similar food services where the vendor prepares, cooks, serves, or handles food on-site, or provides event staff for setup, service, or cleanup. This includes buffet service, plated meals, receptions, beverage service, food stations, staffed catering, and similar full-service food events.			✓					Agreement for Services Vendor Quote or Proposal Certificate of Insurance (COI) • General Liability • Worker's Compensation • Auto Liability Valid Santa Clara County health permit
16. PACKAGED FOOD DELIVERY SERVICES. Delivery only of commercially prepared and packaged food, including boxed lunches, grab-and-go meals, sandwich trays, bakery items, beverages, and similar food delivered <u>without</u> on-site food preparation, serving, staffing, or catering services.	✓							Vendor Quote or Proposal
17. MEMBERSHIPS, DUES, AND SUBSCRIPTIONS. Institutional memberships, professional memberships, association dues, accreditation fees, registrations, and similar non-technology memberships or subscriptions that do not involve the purchase of goods or services.	✓							Invoice or other billing documentation Direct Pay Request (Up to \$5,000)

• **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) do not require multiple quotes of bidding.

• 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. 07/2026)