

# Purchasing, Contracts & Insurance 101

September 2025  
District Opening Day



# What We Will Cover

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1. Intro/Purchasing Team
2. How to Buy Goods and Services
3. Contracts
4. Insurance
5. Resources
6. Questions

# Purchasing Team

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- Mark Hua – Director, Purchasing Contracts & Risk Management
- Phyllis Gong – Admin. Assistant
- John Pham – Senior Buyer
- Sandra Moore – Senior Buyer
- Annette Perez – Senior Buyer – Special Projects
- Angela Jacobs – Buyer
- Javier Delgado - Buyer

# How to Buy Goods and Services

## HOW MUCH IS IT?

California Public Contract Code Section 20651 requires community college districts to publicly bid and award contracts for the purchase of equipment, materials, supplies, or services (except construction services) when the cost exceeds the bid threshold set by the California Community Colleges Board of Governors.

**Good and Services: Bid Threshold (2025) = \$114,800**

**Public Works (Construction): Bid Threshold = \$75,000**

Purchases exceeding this amount requires a competitive public bid process (RFP or BID) unless a statutory exception applies. Contact Purchasing for assistance.

# EXCEPTIONS TO BID PROCESS: COOPERATIVE AGREEMENTS (PIGGYBACK)

**Definition: (PCC 20652)** Contracts already competitively bid and awarded by another public agency. District can “piggyback” under the same terms, conditions, and pricing.



Designed specifically for California Community Colleges. Fully vetted for compliance with state contracting requirements. Discounted pricing across technology, furniture, software, and services. Fast, compliant alternative to running a full bid process.

<https://purchasing.collegebuys.org/> (PCC 20661)

**OTHER COOPERATIVE AGENCIES:** OMNIA, NASPO, Sourcewell, TIPS

**BOARD APPROVAL OF PIGGYBACK AGREEMENT REQUIRED BEFORE USE.**

# How to Buy Goods

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**Definition:** Items that can be tangible (e.g., physical objects like office supplies, packaged meals, furniture, computers, equipment) or intangible (e.g., software, licenses, and subscriptions).

- **Less than \$10,000** for specific item(s) – One quote valid within 30 days (AP 3140).
- **Greater than \$10,000** to bid threshold for specific item(s) – At least 3 quotes – Purchasing can assist with soliciting quotes. (AP 3140).

Multiple quotes are not required when using an approved piggyback agreement (PCC 20652).

**Open Orders** – Repeat purchases of supplies or materials, quotes may not be required since specific quantities or timing of purchase are not known in advance. **Bid threshold still apply.**

# How to Buy Services

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**Definition:** Work or activities performed by a person or company to meet a need. (e.g., Consulting, Training, Design, Marketing, etc.)

Services may also accompany goods (e.g., installation, catering, training, ongoing support, etc.).

## REQUIRED:

- ✓ **Contract** – standard District template preferred, must be signed by an authorized District representative – Refer to Purchasing and Payment Approval Matrix (Resolution 2022-25).
- ✓ **Proposal/Quote** – outlines scope of work.
- ✓ **Insurance** – with coverages applicable to type of work.

# Contracts – What, Why, and When?

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**WHAT** - A contract is a legally binding agreement between parties that sets out obligations, promises, for the exchange of value, such as money, goods, or services, and is enforceable by law.

**WHY** - Contracts are required under BP/AP 3143 and must be in writing and approved or ratified by the Board. They protect all parties by clearly defining expectations, costs, legal obligations, risks, help avoid misunderstandings, and ensuring legal enforceability if issues arise.

**WHEN** - Contracts are generally required when purchasing **SERVICES** such as repairs, consulting, training, or goods with a service component.

# District Contracts

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- **AGREEMENT FOR SERVICES (AFS)** - This contract covers professional services such as consulting, technology, engineering, legal, repairs, or specialized training. Insurance required. Do not use for Public Works.
- **INDEPENDENT CONTRACTOR AGREEMENT (ICA)** - **Discontinued**
- **LIMITED ENGAGEMENT AGREEMENT (LEA)** - This Contract is used for speakers, performing arts, or workshops that are non-recurring and short in duration. (i.e., a few hours to a day or two) Insurance not required.
- **PUBLIC WORKS AND MAINTENANCE AGREEMENT (PWM)** - This Contract is used for Public Works such as construction, repairs, or maintenance on District facilities less than \$75k in accordance with CUPCCAA. Vendors must be licensed contractors and registered with DIR. Contract amounts greater than \$75k require a public bid.

# District Contracts

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- **TRANSPORTATION SERVICES AGREEMENT** - This Contract is used for bus charter or other transportation services.
- **REFEREE SERVICES AGREEMENT** - This Contract is used for sports officiating services such as referees or umpires.
- **VENDOR AGREEMENTS** – may be used subject to review by the Director, Purchasing, Contracts, & Risk Management.
- **CONTRACT AMENDMENT FORM** – The Contract Amendment Form is used to make modifications to an existing agreement, such as altering the scope of work, the amount involved, or the duration of the term.

# Contracts – Who can sign them?

## FHDA RESOLUTION NO. 2022-25 DELEGATION OF AUTHORITY

(A) Purchase of Supplies, Materials, Apparatus, Equipment and Services, including Independent Contractor Services.

- Up to \$5,000 – Vice President | Director | Executive Director | Chief of Police | Dean | Manager | Supervisor.
- Up to \$20,000 – Chancellor | President | Vice Chancellor | VP Finance and Administration | Executive Directors of OEI, Facilities, Foundation, Fiscal Services, Intl' Student Program.
- Over \$20,000 to Bid Threshold – Vice Chancellor, Business Services | Director, Purchasing, Contracts, & Risk Mgmt. | Senior Buyer
- Over Bid Threshold – REQUIRES BOARD APPROVAL. Vice Chancellor, Business Services | Director, Purchasing, Contracts, & Risk Mgmt.

# Contracts – Who can sign them?

## RESOLUTION NO. 2022-25 DELEGATION OF AUTHORITY

(B) Public Projects – Construction, Repairs and Maintenance on District facilities

- Up to \$75,000 – Buyer | Senior Buyer
- Up to \$220,000 – Vice Chancellor, Business Services | Director, Purchasing, Contracts, & Risk Mgmt.
- Over \$220,000 - REQUIRES BOARD APPROVAL – Vice Chancellor, Business Services | Director, Purchasing, Contracts, & Risk Mgmt.

# Insurance – What, Why, and When?

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**WHAT:** Insurance is a contract between a policyholder and an insurance company, where the policyholder pays premiums in exchange for coverage against specific risks such as property damage, accidents, theft, or professional errors. It helps reduce financial loss when unexpected events occur.

**WHY:** Transfer the risk to the vendor. Insurance covers the financial obligations in indemnification clauses—ideally paid by the vendor’s insurance, not the District’s.

**WHEN:** Insurance is required when vendor activities create risk to the District (e.g., equipment repairs, transportation, installation, consulting, catering, and facility use. Covers claims such as property damage, injuries, or professional errors.

# Insurance – what types are required?

- Commercial General Liability – covers bodily and personal injury, property damage, advertising injury. \$1 mil per occurrence, \$2 mil aggregate. **District must be named as additional insured.**
- Auto Liability – covers auto related injuries and property damage. \$1 mil per occurrence. Not required if vendor is working remotely.
- Worker's Compensation – covers the vendor's employees for injury. Not required for vendors without employees.
- Professional Liability – required for work that involves knowledge. Covers errors and omissions, bad advice. \$1 mil per occurrence, \$2 mil aggregate.
- Cyber Liability – required when work involves sensitive District data, personally identifiable information (PII). \$1 mil per occurrence, \$2 mil aggregate.

# SAMPLE COI



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	FAX (A.C. No.):	
	PHONE (A.C. No. Ext.):	T-MAIL ADDRESS:	
INSURED	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

Carrier Name

Vendor Name

General Liability

Auto Liability

Worker's Comp

Professional Liability

Cyber Liability

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADDL SUBR (INSO) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOF AGG \$
<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> Hired AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> STATUTE <input type="checkbox"/> OPT-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Policy #

Term

Limits

CERTIFICATE HOLDER CANCELLATION

CERTIFICATE HOLDER	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

## Description of Operations:

Foothill-De Anza Community College District, its trustees, officers, agents, employees, and volunteers, individually and collectively, are named as additional insureds on general liability policy as per attached endorsement.

## Certificate Holder:

Foothill-De Anza Community College District  
12345 El Monte Rd.  
Los Altos Hills, CA 94022



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		FAX (A/C, No):	
	PHONE (A/C, No, Ext):		T-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE:			NAIC #
	INSURER A:			
INSURED	INSURER B:			
	INSURER C:			
	INSURER D:			
	INSURER E:			
	INSURER F:			

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR. LTR.	TYPE OF INSURANCE	ADDL. INSD.	SUBR. WVD.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOF AGG \$ \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED.    RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N				<input type="checkbox"/> STATUTE <input type="checkbox"/> CIVIL E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE

# IMPORTANT!

The COI Acord page alone is not sufficient.  
COI must include required endorsements.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/18/2022

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

# COI ENDORSEMENTS

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 10 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- Your acts or omissions; or
- The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

- The insurance afforded to such additional insured only applies to the extent permitted by law; and
- If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

# Final Step: Create a Requisition

## Required Documents

### GOODS

- Valid Quote – Identified with date, number, vendor name, made for District, within 30 days.
- Clear detailed Commodity Description
- W-9 Form if new vendor

### SERVICES

- Fully Executed Agreement
- Proposal or Scope of Work
- Certificate of Insurance (COI)
- Clear detailed Commodity Description
- W-9 Form if new vendor

Some goods, like furniture, equipment, or software often include a service element (e.g., installation or support). In those cases, both goods and services requirements apply.

# RESOURCES

VISIT THE PURCHASING, CONTRACTS & RISK MANAGEMENT WEBSITE: <https://purchasing.fhda.edu/>

- [Contract Templates & Forms](#)
- [Purchasing Documents Matrix for Goods and Services](#)
- [Purchasing and Payment Approval Matrix](#)
- [Insurance – How to request a COI](#)
- [Contact Information](#)

# Questions?

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Purchasing, Contracts, and Risk  
Management

[purchasing@fhda.edu](mailto:purchasing@fhda.edu)

[risk@fhda.edu](mailto:risk@fhda.edu)