

Purchase Orders

The Unabridged, Comprehensive
Catalogue of Goods & Services

Goods & Services

The following types of goods and service providers require a Purchase Order prior to commencing work. Departments must submit a request with the required information and required documents to purchasing@law.columbia.edu with the subject: **Purchase Order - Vendor Name**

- [Advertising and Marketing](#)
- [Business Consultant](#)
- [Catering with Wait Staff \(On-campus\)](#)
- [Consultants \(Management/Business\)](#)
- [Events Management](#)
- [General Research](#)
- [Graphic Designer](#)
- [Hardware Maintenance](#)
- [Interpreter/Translator \(On-campus\)](#)
- [Institution-to-Institution Agreements](#)
- [Photographers](#)
- [Printing \(other than CU Print Services\)](#)
- [Promotional Merchandise \(Columbia Name/Logo\)](#)
- [Software Development](#)
- [Software/Licensing](#)
- [Software Maintenance](#)
- [Strategic Consultant](#)
- [Tax Consultants](#)
- [Video/Audio Editors](#)

For purchases over \$10,000 review the [Bidding Requirements](#)

List of Documents

This is a list of forms and other documents that may be applicable depending on the type of goods and service being provided:

Forms

[Marketing Agreement](#)

[Scope of Work \(SOW\)](#)

[Certificate of Insurance \(COI\)](#)

[Independent Contractor Certification \(ICC\)](#)

[Service Provider Agreement](#)

[Peer-to-Peer Agreement](#)

[IT Services Agreement](#)

[Student Photo Release](#)

[Photographer Rider](#)

Other

- Quote
- Resume
- Client List
- Company Brochure
- Letter of Engagement (LOE)
- Letter of Intent (LOI)
- Written Formalized Bids

Advertising and Marketing

Best Purchasing Method: Purchase Order, with Agreement and Scope of Work

Required Documents:

Quote

[Marketing Agreement](#)

[Scope of Work \(SOW\)](#)

[Certificate of Insurance \(COI\)*](#)

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

*Certificate of Insurance is required to list “**The Trustees of Columbia University in the City of New York**” as the Certificate Holder and under the Description of Operations must read “*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*”

Business Consultant

Best Purchasing Method: Purchase Order, with Agreement and Scope of Work

Required Documents:

Quote

[Service Provider Agreement](#)

[Scope of Work \(SOW\)](#)

[Certificate of Insurance \(COI\)](#)*

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

Note: Service providers such as consultants must include their travel expenses on the invoice as it is work-related and therefore taxable to them.

*Certificate of Insurance is required to list “**The Trustees of Columbia University in the City of New York**” as the Certificate Holder and under the Description of Operations must read “*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*”

Catering with Wait Staff (On-campus)

Best Purchasing Method: Purchase Order

Required Documents:

Quote

[Certificate of Insurance \(COI\)](#)*

New York State Temporary Beer, Wine and Liquor Permit**

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

*Certificate of Insurance is only required if the service is provided on-campus. It's required to list "**The Trustees of Columbia University in the City of New York**" as the Certificate Holder and under the Description of Operations must read "*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*"

**NYS Temporary Beer, Wine and Liquor Permit is required for each day of the event if alcohol is served.

Consultants (Management/Business)

Best Purchasing Method: Purchase Order, with Agreement and Scope of Work

Required Documents: Quote
[Service Provider Agreement](#)
[Scope of Work \(SOW\)](#)
[Certificate of Insurance \(COI\)](#)*
Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List
Company: Company Brochure; Client List

Note: Service providers such as consultants must include their travel expenses on the invoice as it is work-related and therefore taxable to them.

*Certificate of Insurance is required to list “**The Trustees of Columbia University in the City of New York**” as the Certificate Holder and under the Description of Operations must read “*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*”

Events Management

Best Purchasing Method: Purchase Order, with Scope of Work

Required Documents:

Quote

[Scope of Work \(SOW\)](#)

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

General Research

Best Purchasing Method: Purchase Order, with Scope of Work

Required Documents: Quote
[Scope of Work \(SOW\)](#)
[Certificate of Insurance \(COI\)](#)*
Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List
Company: Company Brochure; Client List

*Certificate of Insurance is only required if the service is provided on-campus. It's required to list "**The Trustees of Columbia University in the City of New York**" as the Certificate Holder and under the Description of Operations must read "*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*"

Graphic Designer

Best Purchasing Method: Purchase Order, with Scope of Work

Required Documents:

Quote

[Scope of Work \(SOW\)](#)

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

Hardware Maintenance

Best Purchasing Method: Hardware maintenance needs should be sent to Martin Howard in IT

Interpreter/Translator (On-campus)

Best Purchasing Method: Purchase Order, with Scope of Work

Required Documents:

Quote

[Scope of Work \(SOW\)](#)

[Certificate of Insurance \(COI\)*](#)

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

*Certificate of Insurance is only required if the service is provided on-campus. It's required to list "**The Trustees of Columbia University in the City of New York**" as the Certificate Holder and under the Description of Operations must read "*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*"

Institution-to-Institution Agreements

Best Purchasing Method: Purchase Order, with Agreement and Scope of Work

Required Documents: Quote
[Peer-to-Peer Agreement](#)
[Scope of Work \(SOW\)](#)

Photographers

Best Purchasing Method: Purchase Order, with Photographer Rider and Scope of Work

Required Documents:

Quote

[Photographer Rider](#)

[Scope of Work \(SOW\)](#)

[Certificate of Insurance \(COI\)*](#)

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

Note: If the service is provided by a Columbia Student, he/she must sign a release form: [Student Photo Release](#)

*Certificate of Insurance is only required if the service is provided on-campus and the vendor brings equipment on site that needs to be setup e.g. lights, sets, tripods, electrical wiring, etc... No insurance is required if the vendor is only using hand-held equipment. It's required to list "**The Trustees of Columbia University in the City of New York**" as the Certificate Holder and under the Description of Operations must read "*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*"

Printing (other than CU Print Services)

Best Purchasing Method: Purchase Order, with Scope of Work

Required Documents: Quote (including travel expenses)

[Scope of Work \(SOW\)](#)

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

Promotional Merchandise (Columbia Name and Logo)

Best Purchasing Method: Purchase Order, with Agreement and Scope of Work

Required Documents:

Quote

[Marketing Agreement](#)

[Scope of Work \(SOW\)](#)

[Certificate of Insurance \(COI\)*](#)

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

Note: Use one of the promotional vendors licensed to use Columbia trademarks: [Columbia Promotional Vendor List](#)

*Certificate of Insurance is required to list “**The Trustees of Columbia University in the City of New York**” as the Certificate Holder and under the Description of Operations must read “*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*”

Software Development

Best Purchasing Method: Purchase Order, with Agreement and Scope of Work

Required Documents:

Quote

[IT Services Agreement](#)

[Scope of Work \(SOW\)](#)

[Certificate of Insurance \(COI\)*](#)

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

*Certificate of Insurance is required to list “**The Trustees of Columbia University in the City of New York**” as the Certificate Holder and under the Description of Operations must read “*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*”

Software/Licensing

Best Purchasing Method: Purchase Order, with Agreement and Scope of Work

Required Documents: Quote
[IT Services Agreement](#)
[Scope of Work \(SOW\)](#)
[Certificate of Insurance \(COI\)](#)*
Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List
Company: Company Brochure; Client List

Note: If the vendor has provided their agreement for Columbia to execute, please obtain a word version for Purchasing to review and redline to ensure the terms adhere to Columbia's requirements. Please reach out as early as possible in the process as contract negotiations can be lengthy.

*Certificate of Insurance is required to list "**The Trustees of Columbia University in the City of New York**" as the Certificate Holder and under the Description of Operations must read "*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*"

Software Maintenance

Best Purchasing Method: Purchase Order, with Agreement and Scope of Work

Required Documents:

Quote

[IT Services Agreement](#)

[Scope of Work \(SOW\)](#)

[Certificate of Insurance \(COI\)*](#)

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

Note: If the vendor has provided their agreement for Columbia to execute, please obtain a word version for Purchasing to review and redline to ensure the terms adhere to Columbia's requirements. Please reach out as early as possible in the process as contract negotiations can be lengthy.

*Certificate of Insurance is required to list "**The Trustees of Columbia University in the City of New York**" as the Certificate Holder and under the Description of Operations must read "*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*"

Strategic Consultant

Best Purchasing Method: Purchase Order, with Agreement and Scope of Work

Required Documents:

Quote

[Service Provider Agreement](#)

[Scope of Work \(SOW\)](#)

[Certificate of Insurance \(COI\)*](#)

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

*Certificate of Insurance is required to list “**The Trustees of Columbia University in the City of New York**” as the Certificate Holder and under the Description of Operations must read “*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*”

Tax Consultants

Best Purchasing Method: Purchase Order, with Agreement and Scope of Work

Required Documents:

Quote

Letter of Engagement (LOE) or Letter of Intent (LOI)

[Service Provider Agreement](#)

[Scope of Work \(SOW\)](#)

[Certificate of Insurance \(COI\)](#)*

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

*Certificate of Insurance is required to list “**The Trustees of Columbia University in the City of New York**” as the Certificate Holder and under the Description of Operations must read “*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*”

Video/Audio Editors

Best Purchasing Method: Purchase Order, with Agreement and Scope of Work

Required Documents:

Quote

[Scope of Work \(SOW\)](#)

Individual: [Independent Contractor Certification \(ICC\)](#); Resume; Client List

Company: Company Brochure; Client List

Bidding Requirements

Bids must be presented on the company's letterhead, and include a full description of the goods and/or services to be provided, and any other specifications or requirements provided by the requester. This includes unit cost, extended cost, and other associated costs such as delivery costs. Verbal bids are not accepted under any circumstance.

UwPA

Goods and services provided by companies with a University-wide Purchasing Agreement (UwPA) do not require additional quotes or proposals.

Not UwPA

Goods and services provided by companies without a University-wide Purchasing Agreement (UwPA) will require additional quotes or proposals:

- Purchase up to \$9,999 require one (1) quote/proposal
- Purchase between \$10,000 - \$249,999 require a minimum of two (2) quotes/proposals
- Purchase of \$250,000 or more require a minimum of three (3) written formalized bids through either a sealed bid or competitive proposal process managed through Central Purchasing

Bidding Requirements

For instances in which a minimum of 2 or more quotes/proposals are required, but no competitive bidding has been done, single/sole source justification must be provided in writing. This may only be utilized in the following situations:

- The item is only available from a single source.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- The awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity (Columbia).
- After solicitation of a number of sources, competition is determined inadequate.
- Due to the nature of the scientific research, the required good(s) and/or service(s) are only available from a specific supplier.