## WHAT TO DO IF...

<table>
<thead>
<tr>
<th>VENDOR HAS A CONTRACT</th>
<th>VENDOR DOES NOT HAVE A CONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the contract prior to sending it to the inbox. Confirm that your department is aware of and okay with the following:</td>
<td>Include the following information in your contract request and send it to the UCO inbox at <a href="mailto:university-contracts@andrew.cmu.edu">university-contracts@andrew.cmu.edu</a>:</td>
</tr>
<tr>
<td><strong>Event details:</strong> date, times, number of attendees, guarantees, menu, costs (per person or flat fee), gratuity, location, food &amp; beverage minimum, due dates for final guest count and menu</td>
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</tr>
<tr>
<td><strong>Service details:</strong> delivery/pickup times, setup/breakdown, linens, glassware, utensils, dishware, staffing requirements, AV equipment, flowers, décor, special needs – i.e., vegetarian, allergies, kosher, etc.</td>
<td><strong>Service details:</strong> delivery/pickup times, setup/breakdown, linens, glassware, utensils, dishware, staffing requirements, AV equipment, flowers, décor, special needs – i.e., vegetarian, allergies, kosher, etc.</td>
</tr>
<tr>
<td><strong>Business details:</strong> exact legal name of vendor, cancellation policy, tax, service charges, deposits, certificate of insurance, compliance with University’s Alcohol &amp; Drug policy</td>
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</table>

### VENDOR IS DROPPING FOOD OFF ON CAMPUS

A contract is NOT needed **so long as** the vendor will **not** be providing any set-up, service, or break-down in connection with the event.

### VENDOR IS PROVIDING SPECIALIZED SERVICES

Q. When eating off campus at a restaurant, when is a contract required?

A. A contract is required when the vendor provides special services other than what they typically provide to their walk-in customers, *i.e.*, a unique menu, a specific room, etc. Once the University requests anything out of the ordinary course of business, a contract is required.

### VENDOR HAS A MASTER SERVICES AGREEMENT

Please note that if you choose to use a vendor with whom the University has an existing Master Services Agreement (MSA), all that will be needed is a Banquet Event Order (BEO). Please contact our office if you have any questions regarding the use of Master Services Agreements.

A list of the most up-to-date MSAs can be found at: [https://www.cmu.edu/finance/procurementservices/supplier-directory/index.html](https://www.cmu.edu/finance/procurementservices/supplier-directory/index.html). Please note that you will be prompted to sign in via a webISO secure login.

### REQUESTING CERTIFICATES OF INSURANCE

A Certificate of Insurance (COI) should include the following:

- Proof of General Liability coverage;
- Proof of Liquor Liability coverage (if alcohol will be served);
- Proof of Workers’ Compensation coverage (if applicable*); and
- Carnegie Mellon University should be added as an additional insured on the COI.

*Please note that Workers’ Compensation insurance requirements vary from state to state. The vendor should be aware of their state’s requirements and their COI should show adequate coverage.
All requests for contracts to be reviewed, drafted, extended, or modified should be sent to the University Contracts Inbox at university-contracts@andrew.cmu.edu.

University Contracts Office staff contact Information...

Evelyn Fisher, Contracts Assistant  8-2528 or emfisher@andrew.cmu.edu
Lisa Rabner, Legal Assistant   8-4149 or lisarabner@andrew.cmu.edu
Dave Duncan, Contracts Specialist  8-2630 or rdduncan@andrew.cmu.edu
Matthew D’Emilio, Director  8-4256 or mdemilio@andrew.cmu.edu