



## Sponsored Services Contract General Information

The **Sponsored Services** Contract is for Arizona Western College to have an invitee for limited action/ activity. The service or task is performed **by an individual and not a business enterprise or someone marketing the service(s) to the public**. The activity is not a repeated or ongoing service or supplemental to the invitee's livelihood. The individual receives a nominal stipend or honorarium for their participation relating to the educational purpose they performed or filled. In most cases background checks and insurance are not required for an invitee, and will be reviewed on an individual basis for verification. **The Sponsored Services Contract is to be used even if there is no remuneration provided.** If the service does not meet the description for a Sponsored Service then please process as a Vendor Service, see definition below.

A **Vendor** is defined as providing a service, product or task that is marketed to the public and is requested by AWC to fulfill a purpose. The activity is part of their business or employers operations or livelihood and performed on an ongoing basis to the public as requested. An expectation and request for payment of services rendered is agreed upon. In most cases a specific, skill, talent, equipment, education and certification or credentials are needed. A vendor can be an individual or a business as a sole proprietor, partnership, corporation or LLC. Vendors will submit a proposal for services for acceptance and an invoice for payment after services are rendered. Payment will be processed by a PO. Insurance is required with coverages reflecting the proposed services. The vendor proposal form is located on the Purchasing website.

### **Background Check**

Any invitee who will have **DIRECT STUDENT INTERACTION** with any Arizona Western College student(s) and/or Minors under the age of 18 must pass a Background Investigation (BI). **Invitees cannot begin work prior to approval from the Human Resources department. The department bringing in the invitee will be charged the cost of the background check.**

*Direct student interaction is defined as engaging one on one, on field trips, or coaching in athletics and any other situation that has physical contact or the possibility to be alone with a student or minor is considered direct interaction.*

**The Human Resources department, in conjunction with the Arizona Western College department requesting the service will make the final determination regarding direct student interaction.**

Arizona Western College partners with HireRight to perform background investigations (BI). HireRight will email the Invitee requesting permission to run a BI. The Invitees timely response granting this action determines how quickly the BI can be processed. This can take up to five business days once commenced, so please plan accordingly.

### **Payment Requirements**

All invitee's must submit a **W-9 form** (Request for Taxpayer Identification Number & Certification) in order to receive any payment from Arizona Western College. Invitee's **will not** be paid via a Purchasing Card.

Electronic payments will be set up via ACH. ACH form and instructions are available online at <https://www.azwestern.edu/administrative-services/purchasing>

Meals and lodging are subject to the Arizona State Travel reimbursement guidelines limits and eligibility. Lodging up to \$94.00 and meals \$45.00 daily (\$9 breakfast, \$12 lunch, \$24 dinner).

## Sponsored Services Contract General Information, continued

### **Insurance Requirements**

A certificate of insurance may be required from the invitee based on the service that is to be provided or if the invitee is providing any type of product for use or distribution, physically interacting with an audience or minors, performing a demonstration or providing entertainment. Providing a mandatory educational requirement, class instruction or an oral presentation does not required insurance in most cases.

Risk Management, prior to the services being rendered, must approve all certificates of insurance. Please allow 7-10 business days for this process. **Insurance is an expense of the Invitee and Arizona Western College will not assume any costs for this requirement. Insurance must meet Arizona Western College requirements in order to receive a parking pass.**

Arizona Western College's insurance requirements are located online at <https://www.azwestern.edu/administrative-services/risk-management> under certificates of insurance.

### **Claim for payment**

After the services are rendered, the requesting department will submit a Sponsored Services Claim form (completed by the invitee) to Purchasing for payment processing. **Arizona Western College's standard terms of payment are Net-30 days.** Once the claim form and all items needed for payment processing have been approve, a payment will be processed. Arizona Western College will not pay for services in advance. **Please note that all supporting documentation and qualifications of services must be provided before the service is rendered. Failure to provide all documentation required will result in a delay of payment processing or DENIAL of claim.**