



The University Corporation  
Research, Investments and Commercial Services  
California State University, Northridge

Procedure Number: ADM002

Date: October 9, 2012

  
Rick Evans, Executive Director

Title: Contract Renewals, Insurance Requirements and Indemnification for Operating & Administrative Agreements.

Statement:

All TUC contracts and agreements are monitored to ensure that insurance and indemnification requirements are in compliance with applicable Chancellor's Office Executive Orders and Integrated CSU Administrative Manual (ICSUAM) policy.

Procedure:

1. This procedure will be reviewed annually and the list of commercial services, sponsored programs and real estate agreements will be updated at that time.
2. Twice annually, in May and December, TUC Management will review contract files to ensure that all contracts:
  - a. Include the correct indemnification requirements
  - b. Include current insurance information
3. TUC management will coordinate with any company not in compliance with the insurance and/or indemnification requirements, to obtain a current certificate of insurance and correct indemnification language.
4. TUC management will track the contract renewal notice dates and lease expiration to ensure existing or new contracts/agreements are renewed in a timely fashion.
5. The renewal status of these contracts/agreements will be monitored through Outlook Task Reminders.
6. TUC Management will keep a log of actions taken related to items #1-4 of this administrative procedure.