



Procedure Number: ADM002

Date: October 9, 2004  
Reviewed: December 9, 2022

*Rick Evans*

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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. The list of commercial services, sponsored programs and real state agreements will be updated and reviewed annually.
2. TUC Management will review contract files to ensure that all contracts include:
  - a. Correct indemnification requirements
  - b. 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 will be monitored through Outlook Task Reminders and an excel spreadsheet.