

# Recreational Sports Consultants

## Procedure for Hiring

1. Candidate recommended by student officers.
2. Director of Intramural and Club Sports contacts candidate and sets up an interview.
3. The candidate should bring to interview:
  - A. Resume
  - B. Scope of Work
    - detailed description of the coaching and/or instruction service to be provided to the club
    - developed in conjunction with the club's student officers
    - a financial breakdown of services
  - C. Certificate of Insurance:
    - i. With a minimum Commercial General Liability limit per occurrence of \$1 million,
    - ii. Minimum Automobile Liability per occurrence of \$1 million if the candidate will use his/her vehicle to provide service,
    - iii. Professional Liability in an aggregate amount of \$1 million if the candidate is being considered for a high risk club

**IMPORTANT** on the [Certificate Holder](#) section of the Certificate Insurance it should read:

[“The Trustees of Columbia University in the City of New York”](#)  
[615 West 131 Street, 3<sup>rd</sup> Floor](#)  
[New York, NY 10027.](#)

It needs to list the additional insured as [“The Trustees of Columbia University in the City of New York, its Trustees, Officers, Agents and Employees”](#)

- D. Client List – List of clients, companies, schools, colleges, agency the candidate has provided similar services too.
4. If the Director of Intramural and Club Sports approves the candidate, the candidate should be prepared to fill out:
    - A. Consultant Worksheet (Part A) – available as a PDF file at <http://www.columbia.edu/cu/purchasing/pdf/worksheet.pdf> (the completed Part A should be submitted to the Club Sports Office)
    - B. Vendor Questionnaire – interactive form available at <http://procurement.columbia.edu/purchasing/vendors.html>
    - C. W-9 Form
  5. Once these six tasks have been accomplished, the Director of Intramurals and Club Sports then:
    - A. Consults with the President of the recommending club and establishes a payment schedule for the Recreational Sports Consultant
    - B. Attaches the Club Sports boilerplate Consultant Worksheet (Parts B & C) to the candidate's completed Part A
    - C. Prepares a Columbia University Consultants Services Agreement for the candidate (inserting the candidate's name, the club's name, the term of the Agreement, total compensation, and the club President's name)
    - D. Prepares an electronic FFE Purchase Requisition
      - Part 1 — Justification of Supplier
      - Part 2 — Justification of Cost

6. The candidate needs to:
  - A. Sign the Agreement
7. The Director of Intramurals and Club Sports faxes the following material to the Purchasing Department at 212-854-2699:
  - A. Completed Consultant Agreement
  - B. Scope of Work (Attachment 1)
  - C. Consultant Worksheet (Parts A, B & C)
  - D. Copy of candidate's Certificate of Insurance
  - E. Client List
  - F. Resume
  - G. FFE Purchase Requisition (Parts 1 & 2)
  - H. W-9 Form
8. Renewal of a Recreational Sports Consultant:
  - I. Amend the candidate's Plan of Work, fold it into the Club Sports Scope of Work
  - J. Candidate needs to provide an updated Certificate of Insurance
  - K. Director of Intramural & Club Sports prepares a Columbia University Consultants Services Agreement for the candidate (inserting the candidate's name, the club's name, the term of the Agreement, total compensation, and the club President's name)