

## Speaker Agreements – Engaging Consultants

The University may engage individuals or firms to speak/perform for less formal engagements and where the speaker/performer is engaged for only one event.

**Note:** Pursuant to the New York State Public Officers law §73(8)(a)(i), consultants must not have been employed or paid as an employee by CUNY, SUNY, New York State agency or any entity that derives its funds from New York State.

Once the end user has identified the individual/firm for the event, then the end user must:

- a) Provide Purchasing with a copy of the flyer/email blast of the event and;
- b) Submit the individual/firms Curriculum Vitae (CV)

The Speaker Agreement is a legal obligation between the University and the contractor to speak/perform. It also allows for the University to record the event and use for future use.

### Speaker Agreement (SA) Checklist

- Provide a copy of the flyer/email blast as outlined on page 1.
- Requested latest copy of SA document form Procurement
- Include a copy of the Consultant's current CV/Biography
- SA form completely and accurately filled out



**Submit this checklist and completed SA documents to Procurement for review.**

**After Approval, Procurement will return documents to for the next step.**

- SA form signed by Consultant
- "Prepared by" section on the agreement signed by the end user
- If Consultant is not a vendor in CR, they must contact Procurement to register
- Valid CUNYfirst Requisition # \_\_\_\_\_



Return original signed copies to Procurement for execution

**Note: Consultants cannot start working for the college without a fully executed SA.**

Only authorized Business Office/Procurement staff can sign the SA.

Questions: Contact Procurement at 718-960-8261