

WHEN TO REQUEST ICA OR PO

As part of the updated [Procurement Policy](#) effective July 1, 2025, vendor agreements will now be processed via Independent Contractor Agreement (ICA) or Purchase Order (PO). Memoranda of Understanding (MOUs) will no longer be used.

Determining whether to engage a vendor via an ICA or a PO depends on the **type** of services being provided.

INDEPENDENT CONTRACT AGREEMENTS

Generally, an ICA is required for services that:

1. Are specialized, or tailored to the project's needs;
2. May involve financial, legal, or other risks; or
3. Require confidentiality protections.

Independent Contractor Agreements are processed by RFCUNY's Office of Legal Affairs via the Contract Manager system. If a vendor is only providing goods, and not services, then an ICA is not the appropriate procurement mechanism.

TRANSACTIONS THAT REQUIRE AN ICA INCLUDE, BUT ARE NOT LIMITED TO:

- Transactions with individuals which require closer review to determine proper classification as a contractor rather than an employee, such as those who:
 - Will receive a fixed rate of pay (hourly, weekly, monthly, annually)
 - Are current CUNY adjuncts
 - Were previous CUNY or RFCUNY employees

The following specialized services:

- Consulting Services
 - Programmatic consulting
 - General Research consulting such as:
 - Data collection, analysis, or manipulation
 - Advisement or assistance with programmatic or grant reports or proposals
 - Research collaboration (contemplating co-authorship)
 - Development of surveys or interviews
 - Focus group, market research
 - Research and preparation for grant writing
- Student services such as:
 - After school programs

- College prep programs
- Exchange programs
- Field Trips, lodging, or overnight stays
- Internship programs
- Professional development
- Study abroad programs
- Curriculum Development
- Executive Coaching & Recruiting
- Fundraising
- Grant Writing
- Laboratory analysis involving controlled substances or hazardous materials
- Legal Services
- Medical/Dental Services (may require IRB)
 - Exam, testing, referral record keeping
 - Data analysis
- Public Relations
- Services related to Information Technology (IT), Network Administration, and Development such as:
 - Web Design or Development
 - Database Analysis
 - IT Network Development
 - IT Network Administration (existing systems)
 - Web Administration or Hosting of Existing Site
 - Software Development or Licensing
 - Telecom Design & Administration
 - Online Course Module Development

PURCHASE ORDERS

Purchase Orders (POs) are processed by Procurement & Payables and may be requested by emailing PO@rfcuny.org. POs are used to procure equipment, goods, and services which are ineligible to be procured with a P-card (including supply orders of \$5,000.00 or more). Generally, a PO may be more appropriate for vendors who:

1. Perform off-the-shelf, standard services that are similarly provided to other clients of the vendor; and
2. Provide equipment, goods, and services which are ineligible to be purchased with a P-card.

SERVICES THAT MAY BE PROCESSED VIA PO INCLUDE, BUT ARE NOT LIMITED TO:

- Accounting and Auditing Services
- Announcer, MC
- Catering
- Commercial Leases
- Copy editing, Proofreading, Indexing, etc.
- Digital Advertising
- Event Planning
- Financial Advising
- Guest speakers, honoraria
- Illustration, Graphic Design, Logo Design
- Interpretation, Transcription, Written Translation
- Laboratory analysis (other than controlled substances or hazardous materials)
- Medical data analysis (where IRB is not required)
- Performing artists
- Photography or Videography
- Printing and Scanning services
- Purchasing data for research
- Rental of supplies for events (tables, chairs, etc.)
- Safety Training
- Video/Audio editing or production
- Workshops, Training or Professional development of staff (other than those provided for students or Executive Coaching)
- Transportation

The above lists are not intended to be exhaustive and may be updated from time to time. Please submit a request for the type of transaction (ICA or PO) that most closely matches the service being procured. **Please refer to the [Procurement Guidelines](#) to review other available procurement mechanisms.** If you have additional questions, please contact the RFCUNY Office of Legal Affairs at LegalAffairs@rfcuny.org. For guidance about how to request an ICA or PO, please refer to the “Related Links” section below.

RELATED LINKS:

- “Hiring an Independent Contractor” guidance available on the [Procurement Process Announcements Page](#).
- “Requesting & Amending an ICA” guidance available on the [Procurement Process Announcements Page](#).
- [Contract Manager](#)
- [Procurement Guidelines](#)