



\_\_\_\_\_ Are the situations establishing material breach clearly defined (e.g. unsatisfactory Performance, non-payment, change in contract terms)?

**Insurance:**

\_\_\_\_\_ Is there an insurance clause, consistent with College requirements? *(Note: Required)*  
(see [Standard Terms](#) for acceptable insurance limits)

\_\_\_\_\_ Does the contract require the contractor to provide proof of insurance? *(Note: Advised)*

\_\_\_\_\_ If so, has proof of insurance (a certificate of insurance) been obtained?

\_\_\_\_\_ Is the contractor required to name Occidental as an additional insured? *(Note: Generally required)*

**Indemnity and Liability:**

\_\_\_\_\_ Does the contract provide for indemnification of the College against third-party claims? *(Note: Required)*

\_\_\_\_\_ Does the contract contain a limitation of liability provision? *(Note: Such limitations must be reviewed by OGC)*

\_\_\_\_\_ Does the contract otherwise limit Oxy's ability to bring any claims against the contractor? *(Note: Such limitations are prohibited)*

**Miscellaneous:**

\_\_\_\_\_ Does the contract have provisions regarding entire agreement, severability, trademarks, modifications, non-assignment, non-waiver, no agency, execution in counterparts, force majeure, and authority to execute? *(Note: Required)*

\_\_\_\_\_ Where confidential information will be available to the contractor, does the contract contain a confidentiality provision? *(Note: Advised)*

\_\_\_\_\_ Is the contract governed by the laws of California? *(Note: Required)*

\_\_\_\_\_ Does the contractor consent to the jurisdiction of the California courts? *(Note: Required)*

\_\_\_\_\_ Is the venue for disputes established in Los Angeles County? *(Note: Required)*

\_\_\_\_\_ Have you confirmed with Facilities and CEAC, as applicable, that any necessary spaces and facilities will be available?? *(Note: Required where applicable)*

\_\_\_\_\_ Does the contract contain a non-discrimination provision, where any work will involve regular interaction with Oxy students or student employees? *(Note: Required [EC 66281.8])*

\_\_\_\_\_ Does the contract involve any of the following types of services: student recruitment, retention, and related marketing; managing or processing financial aid; providing educational content or instruction; or preparing consumer reports? *(Note: Higher Education Act TPS)*

\_\_\_\_\_ Will the contractor receive, maintain, process, or otherwise have access to consumer financial information? *(Note: GLBA Safeguards rule)*

Reviewer (Designated Agent or Delegate of the College):

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_