



Risk Assessment

Any time that services from an outside vendor are needed on a PVCC campus, those services must be evaluated for risk by the college's Business Services office before they can proceed. Risk Assessment is an essential process to ensure the health and safety of vendors, employees, students, and the general public.

Procedures

The Risk Assessment process should be completed between when a vendor is selected and when the requisition is submitted:

1. Determine the need for a service.
2. Identify a vendor to perform this service, through a competitive process when required.
3. Follow one of these steps to fulfill the Risk Management requirements:
 - a. **If the vendor will not be present on site to perform the service**, you may skip ahead to submitting the requisition.
 - Please ensure that the requisition has sufficient information in order for the Business Services office to confirm that the services do not present a risk. This information can be included in the 'line description', the comment, or on the quote.
 - A Certificate of Insurance with Professional Liability coverage may still be required in cases where the services present a risk to PVCC or MCCC's finances or reputation; the Business Services office will make this determination.
 - b. **If the vendor will be on site and the services appear to be low-risk**, you may submit a copy of the [Risk Assessment Form](#) to the Business Services office for review at dl-fiscal@paradisevalley.edu
 - c. **If the services do not appear to be low-risk, or if the Business Services office has returned the Risk Assessment form showing "Level 2" or "Level 3" risk**, a Certificate of Insurance will be required before proceeding.
 - A list of Certificates of Insurance which have already been approved are available at this link: [PVCC Certificates of Insurance](#)
 - If a certificate is not already available, please send the vendor a copy of PVCC's [Certificate of Insurance Requirements](#) and copy dl-fiscal@paradisevalley.edu
4. Attach the completed Risk Assessment Form or Certificate of Insurance to the requisition as backup before submitting.

For any questions about this process, please contact Business Services at dl-fiscal@paradisevalley.edu