New Contract Policy & Process
Obtaining Review & Approval

Contract Team
Things to know upfront:

- All purchase transactions require University-issued purchase orders.
- A purchase order is a contract; however, if a contract becomes necessary, the vendor should use RU’s Vendor Service Agreement.
  - Vendors should be strongly discouraged from making changes to the RU’s purchase order and/or service agreement.
Things to know upfront (cont):

• You must also allow a minimum of 30 business days to process contracts that are not on a University contract template.

• It is imperative that you plan ahead and allow sufficient time to comply with the following contracting procedure.
Steps to Receiving Contract Approval

**Signature/Approval Form**

You’ll be asked to provide the following:

<table>
<thead>
<tr>
<th>Product/Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Comments</td>
</tr>
<tr>
<td>Vendor</td>
<td>Signatures</td>
</tr>
</tbody>
</table>
Steps to Receiving Contract Approval
Contract Submission Request

Section 1 Overview & Your Responsibilities:

• Ensure OC&P has the final, fully executed version of the agreement.

• Monitor deliverables* and contract movement, not limited to; perpetual renewals, renewal terms, & vendor performance.

• Notify OC&P regarding vendors who are potentially in breach of contract.

* Deliverables: goods or services produced as a result of a project that is intended to be delivered to a customer, e.g., reports, documents, software, upgrades or any other building block of an overall project.
Steps to Receiving Contract Approval

Contract Submission Request

Section 2 Request

- Requester
- Title
- Department
- FOAPAL
- Approval Form Submission
Steps to Receiving Contract Approval

Contract Submission Request

Section 3 Vendor

- OC&P ensures that the vendor chosen is approved for use by the State of New Jersey. If you do not know the Vendor's unique Banner ID #, please stop here and contact vendors@rowan.edu.

- Vendor Name
- Banner ID#
Steps to Receiving Contract Approval

Contract Submission Request

Section 4 Contract

- Description
- Commodity
- Contract Start Date & End Date
- Cost
- Contract Upload
- Is this contract part of a master or other existing agreement?
Steps to Receiving Contract Approval

Contract Submission Request

Section 5 Additional Requirements

- Req or PO
- Sole Source Approval
- BOT Resolution
- Previous Contract
- Do you have necessary IT Approvals?
- Is there an applicable E-commerce Solution?
- Does Risk Management need to review?
Service Level Agreements

• Additionally, if a vendor will not use one of our Standard Contract templates, a Service Level Agreement (SLA) will also be required.

• What’s an SLA?
  – An SLA, for our purposes, is an agreement used to easily identify important stakeholders and deliverables.
  – It also adds an additional layer of protection to any agreed upon terms and conditions.
What happens next?

1. Contracting office reviews submission for:
   - All compliance
   - All necessary approvals
   - Contract language

2. Releases for signature

3. Once signature is obtained, you receive the signed version via email.
Business as usual: Banner

- Fully Executed Contract
- Requisition
- Purchase Order
- Receiving
- Invoice (Prompt Payment Act)
Lastly

• 90 days after your Contract End Date, you will receive either a Vendor Scorecard or a KPI to complete.

• Scorecards are generally used for products whereas KPIs will be used for services rendered.
When in doubt, call OC&P and ask to speak with a team member.