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Contract Submission Request

Your Responsibilities:

1. Ensure OC&P has the final fully executed version of the agreement.
2. Monitor deliverables* and contract movement, not limited to; perpetual renewals, renewal terms, & vendor performance.
3. 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.

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Request

1. Requester
2. Title
3. Department
4. FOAPAL

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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.

1. Vendor
2. Banner ID

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Contract

1. Brief Description
2. Commodity
3. Start Date
4. End Date
5. Cost
6. Agreement Upload
7. Is this contract part of a master or other existing agreement? If your answer to the question is yes, please provide the contract number or other relevant information.

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Additional Requirements

The below fields are not required, but will ultimately help expedite your approval.

1. Req / PO
2. RFP / IFB
3. Sole Source
4. BOT Resolution
5. Do you have a necessary Independent Contractor determination?
6. If you answered yes to the previous question, please upload approval.
7. Do you have a necessary IT Approval (ITAP)?
8. If you answered yes to the previous question, please upload ITAP.
9. Does Risk Management need to review?

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What to Expect

The OC&P will review and approved your contract. Once approved, it will be sent for signature to the designated Rowan signers.

You will be provided a copy. If the vendor/service provider has not already signed, you will be responsible for sending the fully executed contract back to OC&P.

Once all signatures are in place, you will be able to create your requisition and/or receive your purchase order.