How to Process a Contract?

Before we start:

- 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 RU’s purchase order and/or service agreement.
- 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.

Additionally,

- Every submission should include a signed Approval Form.
- 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:

**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.

Section 2 Request
- Requester
- Title
- Department
- FOAPAL
- Approval Form Submission

Section 3 Vendor
- Vendor Name
- Banner ID#

Section 4 Contract
- Description
- Commodity
- Contract Start Date & End Date
- Cost
- Contract Upload
- Is this contract part of a master or other existing agreement?

Section 5 Additional Requirements
- Req/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?
What happens next?

Contracting office reviews submission for:

- All compliance
- All necessary approvals
- Contract language

Once the review is complete, it is released for signature. When required signatures are obtained, you receive the signed version via email.

Business as usual: Banner

_Fully Executed Contract > Requisition > Purchase Order > Receiving > Invoice_

Lastly, the follow up:

- 90 days after your contract start date, you will receive an email requesting you to complete either a Vendor Scorecard or a _Key Performance Indicator_ (KPI) to complete.
  - Scorecards are generally used for _products_ and _events_.
  - KPIs will be used for services rendered.

Please reach out to the team with any questions or concerns:

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