TENNESSEE STATE UNIVERSITY

Office of the University Counsel

Procedures for Processing Contracts

Quick Reference Checklist

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|  | **STEPS** | **Task** |
| 1. | Step 1-A | Contract Agent discusses details and requirements with Contract initiator. |
| 2. | Step 1-B | Contract Agent discusses details and needs with potential Contractor. |
| 3. | Step 2-A  TSU Standard Agreement | Contract Agent incorporates deliverables/Scope of services into Section A of the TSU Standard Agreement. Submit for signature. |
| 4. | Step 2-B  Vendor Generated Contract with Standard Addendum | Submit to Contractor for signature. |
| 5. | Step 2-C  Vendor Generated Contract | No Standard Addendum- Submit to University Counsel’s office for preliminary review. |
| 6. | Step 3  - Upon receipt of the signed standard Contract.  - Upon receipt of vendor generated Contract and signed standard Addendum.  - Upon receipt of vendor generated Contract and approved modifications by the Univ. Counsel’s office. | Designated Contract Agent creates and signs Contract Routing and Approval Form and obtains the signature of the Dept. Head and Dean attaching the form to the Contract. |
| 7. | Step 4 | Contract Agent submits signed TSU Standard Contract and Vendor Generated Contract/Addendum along with completed routing form to applicable VP for signature. |
| 8. | Step 5 | Contract submitted to Univ. Counsel’s office for review. |
| 9. | Step 6 | University Counsel’s office notifies Contact Person and Contract Agent of receipt of Contract, assign a contract number, conduct final legal review/approval, and obtains President’s or designee’s approval and signature. |
| 10. | Step 7 | The University Counsel will deliver by email the Contract to the Contract Contact and Designated Contract Agent for distribution to the vendor after execution. |

**Attachment 1**

**Required Attachments for Initiating Contracts**

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| No. | **Description** | **Required Documentation** |
| 1. | Amendment/Renewal (all Contracts and Grants) | * Contract Routing and Approval form (Required) * One copy of Amendment/Renewal (Required) * Original contract (required source document) * Purchase Requisition (if required) * Letter to Justify Late Submission (if required) |
| 2. | Personal/Professional/Consultant Contract | * Contract routing and Approval Form (Required) * One copy of Agreement (required) * Purchase Requisition (if required) * IRS W-9 Form (required for payments) * Minority Ethnicity Form (required for payments) * Letter to Justify Late Submission (if required) * Justification for Non-competitive Purchase (required for contracts $10,000 or more) * Don’t forget Attachment 1 (“Attestation”) |
| 3. | Letter of Agreement ( This form to be used for seminar or workshop speakers, guest lecturer, etc. for services $500.00 or less) | * Contract Routing and Approval Form (required) * One copy of Agreement (required) * Purchase Requisition (if required) * IRS W-9 Form (required for payment) * Minority Ethnicity Form (required for payment) * Letter to justify Late Submission (if required) |

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| No. | **Description** | **Required Documentation** |
| 4. | Use of Campus Facilities | * Contract Routing and Approval Form (required) * One copy of Agreement (required) * Copy of users Insurance Rider (required) * Letter to Justify Late Submission (if required) |
| 5. | Clinical Affiliation Agreement | * Contract Routing and Approval Form (required) * One copy of Agreement (required) * Addendum (if required) |
| 6. | Non-Standard (Vendor Generated) Contract | * Contract Routing and Approval Form (required) * One copy of Contract (required) * Purchase Requisition (if required) * IRS W-9 Form (required for payment) * Minority Ethnicity Form (required for payment) * Justification for Non-Competitive Purchase (required for contracts $5,000.00 thru $25,000.00) * Letter to Justify Late Submission (if required) |
| 7. | Workshop/Seminar Contract (up to $5,000.00) | * Contract Routing and Approval Form (required) * One copy of Contract (required) * Purchase Requisition (if required) * IRS W-9 Form (required for payment) * Minority Ethnicity Form (required for payment) * Letter to Justify late Submission (if required) |

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| No. | **Description** | **Required Documents** |
| 8. | Dual Service Agreement | * Contract Routing and Approval Form (required) * Two copies of Agreement (required). If Agreement is for services of a TBR employee Three (3) copies of the Agreement are required. * Purchase Requisition (required if TSU is the vending party. * Letter to justify Late Submission (if required) |
| 9. | Memorandum of Agreement/Understanding (MOU/MOA) | * Contract Routing and Approval Form (required) * One Copy of the MOU/MOA (Required) * Letter to Justify Late Submission (If required) |
| 10. | Grant Awards | * Research Award Routing and Approval Form (required) * One copy of Grant (required) |
| 11. | Service Maintenance | * Contract Routing and Approval Form (required) * On copy of Maintenance Agreement (required) * IRS W-9 Form (required) * Minority Ethnicity Form (required) * Letter to justify Late Submission (if required) |