

Contract Submission Cover Page Manual

 du.edu/sharedservices/campus-partners/index.html

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SHARED SERVICES

Campus Partners

The Campus Partners Business Office is a centralized business office within the Shared Services Center that oversees the business operations of approximately 15 divisions across campus.

CAMPUS PARTNERS TEAM

The Campus Partners team is led by Tammy Schneider, the Director of Business and Operations. Tammy serves as the main contact for Division Head, Director, and Department Head strategic planning and budgetary needs.

Ashley Blumenauer, as Manager of Business and Operations, focuses on budget development, training, and data analytics. For transactional requests, Business Officers Sandy Burke and Faith Rose will be your primary support. Sandy specializes in all things labor-related, including benefited and non-benefited hiring, job and position changes, and other HR topics. Faith specializes in procurement and AP transactions.

CAMPUS PARTNERS FORMS

Manual is available under *Campus Partners Forms* on website.

Campus Partners Business Office

Shared Services Center

Administrative Office Building

Floor 2

2601 E Colorado Ave

CampusPartners@du.edu

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1 *What is the Campus Partner Business Office?*

The Campus Partners Business Office is a centralized team within the Shared Services Center that oversees the business operations for approximately 15 divisions.

Campus Partners customers include Business and Financial Affairs, the Chancellor's Office, Human Resources and Inclusive Excellence, Campus Safety, and University Academic Programs.

Team Responsibilities

Tammy Schneider leads the team as the Director of Business and Operations. She serves as the main contact for division head, director, and department strategic planning and budgetary needs.

As Manager of Business and Operations, Ashley Blumenauer focuses on budget management, miscellaneous transactions/customer inquiries, and the compilation of training resources.

Sandy Burke, Business Officer, handles all things HR-related: hiring, separations, and job changes for all Campus Partners divisions.

Faith Rose, also a Business Officer, focuses on procurement and accounts payable transactions. She is also the main budget contact for University Academic Programs and the Registrar division.

Website

<https://www.du.edu/sharedservices/campus-partners/index.html>

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2 *What is a contract: When should the cover sheet be used?*

Contract, noun

- A. *a binding agreement between two or more parties*
- B. *a business arrangement for the supply of goods or services at a fixed price*
- C. *a document describing the terms of an agreement*

University contracts for the procurement of goods and services include, but are not limited to:

- Performance agreements
- Licenses
- Memoranda of Understanding
- Invoices/quotes with terms and conditions
- Payments to an entity totaling \$5,000 or more in one year

University contracts that are not for the procurement of goods and services include, but are not limited to:

- Institutional affiliations
- Clinical experiences/internships
- Sponsorships
- Non-Disclosure/confidentiality agreements
- Sale/rental of University goods, services, or facilities

University procurement policies and procedures apply to all University funding sources (University appropriated, federal, or gift) and include \$0 purchases.

-University employees may not tell outside parties the prices, terms, or conditions quoted by other suppliers and must adhere to the competitive bidding guidelines ([See Chapter 3.4](#))

-The [Limits of Authority Policy](#) authorizes specific officers and employees to enter obligations on behalf of the University. Any commitment incurred otherwise shall be a personal obligation of that employee

Do not sign a contract unless you are authorized to do so!

Looking for more policy details? See the [Procurement Policy](#)

The cover sheet should be used every time you are engaging with a vendor regarding a contract to ensure that all necessary documentation is compiled. ALL contracts must be submitted for authorization PRIOR to any event or agreement of services.

Proper and detailed completion of the cover sheet expedites the review process by ensuring that there is minimal back-and-forth discussion for clarification of details.

3 *Contract Submission Cover Sheet Overview*

Cover Sheet Main Components:

1. Submitting Unit Details
2. Contract Summary
3. Contract Documentation Requirements Checklist

3.1

Submitting Unit Details

Provide the division/department for which you are submitting this contract, your name, and your email.

As the owner of the contract for your division/department, you may be contacted with any questions.

Contract Owner Responsibilities:

1. **Understand the terms of the contract-** Ensure that what is in writing aligns with any verbal/email communication and quote materials
2. **Keep track of renewal dates and terms-** Many contracts require 30/60 days notice for termination. If you are going to renew/terminate a contract, request any needed materials and information from the vendor a few months in advance
3. **Submit all required materials as early as possible-** Proper and detailed completion of the cover sheet expedites the review process by ensuring that there is minimal back-and-forth discussion for clarification of details
4. **Verify vendor registration-** Send the [vendor registration link](#) if the vendor is not already established in Banner for payment
5. **Confirm vendor submission of invoices to centralized AP inbox** vendor-invoices@du.edu- Remind vendor if you receive an invoice from them directly
6. **Review and approve invoices-** Confirm that services have been provided/items have been received within the standards outlined in the contract

Contract Owner Workflow for Requesting Required Materials:

1. **Bids**
2. **New Tech Review**
3. **Gather contract, COI, and any other applicable requirements**
4. **Finalize cover sheet**
5. **Submit to Campus Partners**

Contract Summary

Provide the vendor name, the first and last name of the vendor contact, as well as his/her email (and phone if available). The vendor contact will be who Procurement will reach out to if there are any questions or if negotiations/contract edits are necessary. This contact may not necessarily be the individual who initially provided the contract details or negotiated the original terms. Verify with the vendor who should be listed to avoid any unnecessary delays if correspondence is necessary.

In the 'Contract Purpose/Summary' section, provide all essential details (deliverables, timeline, payment details, cancellation/contract term details, etc.) for the contract. In this explanation, assume that those reviewing the contract do not have any precursory knowledge of the agreement. This section is particularly important for understanding the agreement terms when a scope of work is not provided. Consider the question: ***what is the product or service and why is the product or service necessary?***

Remaining fields in this section include:

- Contract Term (dates)
- Contract Total
- Contract Total by Year
- Budget
- Contract Termination Requirements (written notice)

Contract Term (dates)

The start date, which is when the terms and conditions outlined in the contract go into effect and the end date, which is when the agreement with the vendor is terminated, should be noted clearly on the cover sheet. If the contract is for an event, the start date may simply be the date of the event and the end date is the following day.

Contract Total

Record the total amount to be paid to the vendor between the contract dates specified. This may include one lump sum payment or a series of payments.

Contract Total by Year

If the contract term spans beyond one year, list out the total for each year of the contract. For example, if the contract is for three years and the contract totals \$10,000, specify what amount will be paid out in year one, year two, and year three. The specified amounts should total the \$10,000.

Budget

All divisions/department have specified budgets that coincide with an accounting string called a FOAP. The budget number is a requirement in order for Campus Partners to ensure that there is funding available to accommodate the requested contract. The fund and org code should be provided as the budget identifier. Email CampusPartners@du.edu if you are unsure as to what number needs to be noted in the budget field on the form.

Contract Termination Requirement

If the contract specifies that written notice is required in order to terminate the agreement (whether early or to avoid auto-renewal), mark the check-box on the form. Please keep any termination requirements in mind throughout the contract term and inform CampusPartners@du.edu immediately if action is necessary.

3.2

Vendor Terms and Conditions

In the broadest of terms, Terms and Conditions, also sometimes called Terms of Service or Terms of Use, cover what DU can expect from the vendor and what the vendor can expect from DU. Examples of what generally is included are: rules/restrictions/requirements, copyright and intellectual property, payment terms, and termination of accounts/service.

Vendors may accept the [University's terms and conditions](#) or provide their own. In majority of cases, the vendor already has a contract outlined with terms and conditions included. If the vendor does not have their own contract with terms already drafted, submit the completed cover sheet with the Statement of Work and all other needed documentation. The Office of General Counsel can assist with a contract draft if necessary.

Statement of Work (SOW)

The Statement of Work (SOW) falls under the governance of the Terms and Conditions and explains in explicit detail the plan for the project/services. SOWs typically include a timeline of deliverables, itemized costs, and specifications such as standards/criteria for the deliverables.

This list is certainly not intended to be all-inclusive, but to instead provide an overarching expectation of what an SOW covers. In review of the SOW, *don't assume that something is included if it is not spelled out clearly*. If a detail is missing from the SOW, iron out the wording in the SOW before submitting the documentation for submission into Workflow. Procurement/Legal will be reviewing the language from a legal perspective and not from the project perspective that will directly impact your work with the vendor.

SOWs may *not* be accompanied by separate terms and conditions, but the vendor may instead submit one document that is all-inclusive of these two requirements.

3.3

Vendor Certificate of Insurance (COI)

Many transactions between the University and external parties require proof of insurance coverage. If the vendor has one or more employees, the COI must show worker's compensation coverage. Additional or different coverage may also be requested depending on the nature of the contract.

Always ask for the vendor to provide their COI, regardless of the nature of the contract. The University of Denver must be named as an additional insured party, so a copy of existing coverage or a declaration page does not satisfy this requirement. Additional details of this requirement, including coverage limits, are listed in the [Vendor Insurance Requirements](#) SSC Knowledge Base article. Email Risk@du.edu with any questions.

Regulatory Compliance

The [Regulatory Compliance Questionnaire](#) is required if the product/service covered by the contract will be used to process personal data.

Process is defined very broadly and includes collecting, recording, organizing, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing by transmission, disseminating or otherwise making available, aligning or combining, restricting, erasing or destroying

Personal data is any information relating to an identified or identifiable person. The term is also defined very broadly and even includes basic, publicly available information, such as name and email address. The term also includes media, such as photos and videos of identifiable persons.

The purpose of this form is to help determine whether any privacy laws apply to the contract. If you are unsure as to how to answer any of the questions, the vendor should be able to assist.

3.4

Technology Review

The [Technology Review Form](#) is required for all technology-based business/administrative applications. It is University policy to evaluate the institutional risk and financial impact of all technology applications **prior** to their implementation. The review panel includes staff from Internal Audit, the Controller's Office, and IT with the purpose of analyzing risk and compliance with controls and regulatory standards.

The first portion of the form is to be completed by the submitting unit's contact and the second portion is to be completed by the vendor. When the form is complete, submit to IT per the instructions on the form. The technology must be marked as approved by the review committee to proceed with the contract process.

Bidding Documentation

| Amount | Quotes | Notes |
|---------------------|--------------------------|---|
| Less than \$5,000 | No quotes required | A written quote is helpful to expedite the requisition process |
| \$5,000.01-\$25,000 | Two (2) verbal quotes | Consider the total cost of ownership, a written quote for the vendor you select is needed to create the requisition |
| Over \$25,000 | Three (3) written quotes | Consider the total cost of ownership |

Two quotes are required for purchases between \$5,000 and \$25,000 and three for purchases above \$25,000. If the purchase can only be obtained from a single source, an email or memo describing the situation may fulfill this requirement.

Written quotes may be via email and should include the request for bids email/letter and names of the contact persons solicited. When submitting contracts for \$25,000 and above, be sure to include all three quotes and an explanation for selected vendor.

Provide a justification email/memo for any deviation from the standard bid requirements.

There are a few circumstances and items excluded from the above bid process. Common exemptions to the bidding requirements are: Items purchased from current University, state, federal, or other cooperative contracts.

See [Obtaining Quotes](#) and the [DU Procurement Policy](#) for more information.

3.5

Additional Miscellaneous Requirements

The final component of the *Contract Documentation Requirements Checklist* includes any email correspondence relating to the contract.

Remember to assume that those in the Workflow process reviewing your contract do not have any precursory knowledge of the agreement. Include any emails with the vendor, with departmental leadership, etc. that provide additional contract details or clarification.

4 **Form Submission and Review Process**

If Campus Partners submits contracts into Workflow on your behalf, submit the cover sheet with all applicable documentation to CampusPartners@du.edu.

Upon receipt of your contract documentation, Campus Partners reviews the information for budgetary purposes, ensures completeness, and submits into the Workflow system.

The time-frame for completion varies and is dependent upon many factors, including how many units must review the agreement (i.e. Procurement, Legal, Risk). To accommodate an appropriate time-frame, submit the information as soon as possible. It is never too soon to submit a contract!

Example of a complicated contract workflow process:

| Start | Stop | Directed To | Opened By |
|-------------|-------------|--------------------------|----------------------|
| 11-Aug-2017 | 11-Aug-2017 | Bennett, Christopher | Bennett, Christopher |
| 11-Aug-2017 | 11-Aug-2017 | Nierling, Ulrike | Nierling, Ulrike |
| 11-Aug-2017 | 14-Aug-2017 | DU Contract - Purchasing | Henderson, Edward |
| 14-Aug-2017 | 14-Aug-2017 | DU Contract - Risk | Talmage, William |
| 14-Aug-2017 | 22-Aug-2017 | DU Contract - Legal | Cavanaugh, Candace |
| 22-Aug-2017 | 05-Sep-2017 | DU Contract - Purchasing | Henderson, Edward |
| 05-Sep-2017 | 06-Sep-2017 | DU Contract - Legal | Cavanaugh, Candace |
| 06-Sep-2017 | 08-Sep-2017 | DU Contract - Purchasing | Henderson, Edward |
| 08-Sep-2017 | 08-Sep-2017 | DU Contract - Legal | Cavanaugh, Candace |
| 08-Sep-2017 | 11-Sep-2017 | DU Contract - Purchasing | Henderson, Edward |
| 11-Sep-2017 | 13-Sep-2017 | DU Contract - Purchasing | Henderson, Edward |

5 **Contract Resources**








The Shared Services Knowledge Base is your go-to resource for all Shared Services policies and procedures. The Knowledge Base is searchable by key word and by category. Access is easy through the *Employee* tab in PioneerWeb under the *Resources* section.



PioneerWeb

Home Resources Courses myWeb Campus Scene Student PioneerWeb Replacement Project Employee

My Resources

-  [My Person Profile](#)
-  [My Employee Profile](#)
-  [Ethnicity and Race Self-Identification](#)
-  [PioneerTime](#)
Chrome preferred
-  [Pioneer@Work](#)
-  [Pay Stub | W2](#)
-  [Shared Services Knowledge Base \(forms and guides\)](#)

Articles that may be helpful:

- [Procurement Policy](#)
- [Obtaining Quotes: Learn when quotes are required for a purchase](#)
- [How to Determine if Your Purchase Requires the Use of a Contract or Purchase Order](#)
- [Buying & Paying Guide \(How to pay for your purchases\)](#)
- [Vendor Insurance Requirements](#)

6 *How to Save Time in the Future*

The best way to save yourself time in the contract process is to plan ahead! In April-May of each year, gather any materials for contracts and POs planned in the following fiscal year (July-June) and submit the necessary documentation to Campus Partners as soon as possible. Think about repetitive contracts, those that renew on a yearly basis, and any events for which a contract may be required. Consider contract needs during the planning/brainstorming process and iron out any details regarding documentation requirements on the front-end. Remember that it is never too early to submit a contract and that Campus Partners is your Business Office support system. Please never hesitate to contact CampusPartners@du.edu with any questions.