

POINT PARK UNIVERSITY

CONTRACT CHECKLIST

| CHECK | BASICS | RATIONALE |
|--------------------------|---|--|
| <input type="checkbox"/> | Have you allowed at least 10 business days for the contract to be drafted? | <i>10-day time frame refers to preparation of initial draft by University</i> |
| <input type="checkbox"/> | Have you uploaded the agreement and/or quote in word format? Please be sure to upload original agreement or amendment if requesting a revised amendment. | <i>Word format needed for editing purposes. Adding original agreement or most recent amendment makes process quicker.</i> |
| <input type="checkbox"/> | Have you provided the contact's name and email address? | <i>Needed for communication purposes</i> |
| <input type="checkbox"/> | Have you provided internal contact information? | <i>Needed for communication purposes</i> |
| <input type="checkbox"/> | Does the "end date" entered on Contraxx match the agreement's end date? | <i>The end date on Contraxx will trigger a renewal notice; therefore, these must match.</i> |
| <input type="checkbox"/> | Does the agreement contain an "auto renewal" clause – i.e. – the agreement renews automatically? | <i>The University will generally not sign agreements with auto-renewal language.</i> |
| CHECK | DEAL | RATIONALE |
| <input type="checkbox"/> | Have you confirmed that the agreement terms and pricing reflect what you have negotiated, i.e., the business terms? | <i>You are responsible for ensuring that the written contract accurately reflects the business terms negotiated with the contractor <u>prior to submission for review</u>.</i> |
| <input type="checkbox"/> | Have you shared the proposal or agreement with those departments who will be impacted by the agreement scope of work prior to submission on Contraxx? (Example – The Registrar and Student Accounts should review proposed affiliation agreements). | <i>Please share this agreement with applicable departments prior to uploading to Contraxx. This should mitigate risk of additional changes later in the process.</i> |
| <input type="checkbox"/> | Have you shared the uploaded proposal or agreement with those departments who will have to support the agreement's scope of work in some way? (Example – Information Technology Service may have to support or assist with new software purchase or service). | <i>Please share this agreement with applicable departments prior to uploading to Contraxx. This should mitigate risk of additional changes later in the process.</i> |
| <input type="checkbox"/> | For renewal agreements only, have you checked the prior agreement to verify that pricing/fees are in line with past agreements and in accordance with any limits on increases imposed by the agreement language? | <i>Many agreements limit price increases during renewal terms. Please check the agreement and ask that the contractor comply with the language as appropriate.</i> |
| <input type="checkbox"/> | Have you challenged the contractor's pricing and determined that it is reasonable? | <i>Many proposals are initial offers. Pricing can often be reduced if we ask.</i> |
| CHECK | CONTRACT MANAGEMENT | RATIONALE |
| <input type="checkbox"/> | Have you verified that all related invoices bear the agreement number and reflect pricing established in the agreement? | <i>Invoices without agreement numbers will be held by the Business Office for payment and will be subject to further review/inquiry.</i> |
| <input type="checkbox"/> | Have you documented contractor non-performance or inadequate performance (in writing to the contractor)? | <i>Documentation of performance issues is critical if you wish to terminate for default.</i> |
| <input type="checkbox"/> | Have you notified Procurement of any contractor issues (in writing)? | <i>Procurement will assist with contractor issues and considers this information when evaluating existing supplier.</i> |
| <input type="checkbox"/> | Have you reviewed contract termination provisions and understand that these provisions must be followed to terminate the agreement? | <i>The University generally cannot terminate an agreement unless we strictly adhere to termination provisions.</i> |