



CONTRACT ROUTING AND APPROVAL COVERSHEET

The fields below require completion, as appropriate, and the completed form must be submitted with the contract/agreement to the Contract Office for review and execution. Contracts must be submitted in a timely manner to allow a 10-day review and execution process. If it is determined that bidding is necessary during the contract review process, an additional 21 days to 30 days may be required to complete the bid process. The Office of General Council (OGC) must review all contracts/agreements over \$100,000. This may take up to 30 days.
NOTE: Any incomplete section of this form may cause the form to be returned to the originator.

Brief Scope of Work: _____

Name of Contract: _____ Contract No. (if applicable): _____

Originating Department: _____

Contract Administrator (See Page 2): _____ Job Title: _____

Email: _____ Phone: _____

- 1.) Is this a new contract or a change to an existing contract/agreement?
 New Amendment to an Existing Contract/Agreement Extension or Renewal of Existing Contract/Agreement

Contract begins _____ (may not precede date of full execution); **Contract end date** _____

- 2.) **Budget Information** – Please note that if funds are not encumbered in the stated account or the account does not have sufficient available funds (procurement card purchases), the contract will be returned to the originator.

FAMIS Account #: _____ Requisition#: _____ Procard:

Dollar Amount: \$ _____ (must be completed for procurement card/purchase order purchases)

- 3.) **Contractor:**

Company Name: _____ Address: _____

Company Contact, Name/Title: _____ City, State/Zip: _____

Email: _____ Phone: _____ Fax: _____

- 4.)

Date Contract was received by Department: _____

Date of Event: _____ Date Deposit is Required (if applicable): _____

- 5.)

Is Vendor required to be insured? _____ (Yes / No)

Department Head/Budget Authority's signature below certifies that he/she has read the terms and conditions of this contract and agree to ensure compliance with the stated terms. Other signatures and dates track routing information.

SIGNATURES and ROUTING

Department Originator Signature: _____ Date: _____

Department Head/Budget Authority: _____ Date: _____

Contract Reviewer: _____ Date: _____

Director, Procurement & Disbursement Services: _____ Date: _____

Senior V.P. for Business Affairs: _____ Date: _____

TO BE COMPLETED BY PVAMU Contract Office

Date sent to OGC for Review: _____ OGC Return Date: _____

Date Received: Fully Executed Contract: _____ Initials: _____

Contract Administrator Roles & Responsibilities

Definition:

- The contract administrator is the individual assigned to provide project coordination and oversight of contractors to ensure contract requirements are satisfied.

Requirements:

- Must be a University employee.
- Must be qualified by Training and Experience commensurate with responsibilities to be delegated in accordance with department or University guidelines.
- Must have attended Procurement & Contracts Training within one year, prior to contract effective date.
- Must be designated in writing by Department Head (Contract Cover Sheet).

Responsibilities:

- Assist in developing scope of work and solicitation documents (i.e. RFP, IFB, etc.), as necessary.
- Assist in evaluating proposals from vendors/contractors, as necessary.
- Read and become very familiar with the assigned contract scope, terms and conditions.
- Validate contractor personnel have required licenses, certifications, and security clearances as required by contract. (Forward copies to Central Contract file in Contract Office)
- Assist the contractor to interpret technical requirements.
- Recommend changes in contract terms to Contract Officer in Contract Office.
- Monitor and evaluate contractor performance.
- Inspect and accept/reject contract deliverables.
- Review and approve contractor invoices. Verify prompt payment of invoices.
- Recommend corrective actions to contractor.
- Assure University Furnished Property is being properly maintained and accounted for by the contractor.
- Verify timeliness and accuracy of contractor reports and data required to be delivered to the University or to Contractor.
- Maintain accurate records of required reports, data, payments, etc. required to be delivered to University or to Contractor.
- Document University requirements (Use Contract Compliance Monitoring Form, provided by PVAMU Contract Office – add additional contractual requirements, as needed). Submit to Contract's Office quarterly on the last day of April, July, September, and January.
- Formerly close out the contract by completing the final Contract Compliance Monitoring Form and the Contract Close-Out Checklist and forward to the Contract's Office.

Restrictions:

- Do Not Make commitments that affect the price, quality, quantity, delivery, or any other term or condition of the contract. All university commitments must be authorized by a properly approved procurement instrument (Pro-Card, E-Doc, L-Doc, Purchase Order).
- Do Not Interfere with contractor's management of their employees to include "supervising" or directing the work effort of the employees.
- Do Not Allow University Furnished Property accountable under one contract to be used under another contract.
- Do Not Discuss any information that might give one contractor an advantage in future procurements.