PACE UNIVERSITY

CONTRACT MANAGEMENT SYSTEM

POLICIES & PROCEDURES

Office of Finance and Administration
University Counsel & Secretary

Purchasing & Contracts – Janet Thompson
University Counsel – Lisa Hayes

September, 2001
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Introduction

This Policy and Procedure Manual has been prepared to provide Academic and Administrative Schools and Offices (referred to as Originating Units in this document) with a reference guide for contracting of goods and services on behalf of the University in a uniform manner.

The Contracts Management Policies and Procedures is written in adherence to the University Mission Statement Commitment “Managing the University responsively, effectively and with financial responsibility” and the supporting Finance and Administration Mission “Protect, safeguard, and enhance all assets (physical and human) of the institution….).

As a means, it is essential that uniform contracts management policies be established so that standards of efficient business practice are maintained within the University and in cooperation with businesses, trade associations, governmental, and private agencies.

These policies and procedures are the guidelines supported by the Offices of Finance and Administration and University Counsel.
CONTRACT

MANAGEMENT

POLICIES
1. **What is the Contract Management System?**

Pace University has implemented a new system for tracking and monitoring contracts through the various points of process and approval to ensure that the originating units will be able to monitor the status of contract approval at every stage of the process. All contracts will be submitted to the Contracts Administrator in the Purchasing and Contracts Department and input to a computer program called JEMNET. The Contract Management System will:

- Allow contracts to be received in one primary area.
- Provide University Counsel immediate access to review and approve contracts by computer.
- Provide originating units with access to view information regarding the status of contracts by computer.

2. **Why does the University need a Contract Monitoring System?**

Pace University is concerned with controlling its resources and ensuring that commitments of University resources are being made in a cost-effective and efficient manner. To that end, the process for engaging, negotiating, approving and signing contracts should be computerized and monitored.

3. **What is a contract?**

A contract is a written agreement created to inform all parties of their legal obligation to one another and to express in writing their mutual understanding. **See Important Note 1.1 on page 7.**

The elements of a contract include:

- An offer from one party to another.
- An acceptance of the offer.
- Mutual assent of the parties.
- Exchange of consideration; and a defined term.
Important Note 1.1

When there is a written document to commit the University’s financial or human resources, or otherwise obligate the university, it should be submitted to the Contracts Administrator in Purchasing and Contracts for input to the JEMNet computer system and review by University Counsel.

4. What are the different types of contracts?

There are a myriad of types of contracts that are entered into on behalf of the University. Appendix I is a list of typical contract types engaged by the University. This list will be augmented as the types of contracts change. Departments should try to fit their contracts to one of the types listed. In the event that a contract does not seem to fit a category, the Originating Unit should contact University Counsel and request a new category. See Appendix I.

5. Who May Sign on Behalf of the University?

It is the policy of the University that every contract be signed by an authorized signatory in Finance and Administration. See Important Note 1.2.

Authorized signatories are:

➢ The Executive Vice President, Treasurer
➢ The Associate Vice President, Assistant Treasurer

Important Note 1.2

The Executive Vice President, Treasurer or the Associate Vice President, Assistant Treasurer will sign a contract only when it has been approved as to legal form by the University Counsel.

6. What is the penalty for not complying with these Policies and Procedures?

A contract is invalid and unauthorized if it is not approved by Legal Counsel and signed by an Authorized Signatory in Finance and Administration.
CONTRACT

MANAGEMENT

PROCEDURES
JEMNet System

Description and Access

Description

JEMNet is a computerized system that facilitates the electronic monitoring of legal documents. The JEMNet system is designed to allow users to:

- Scan or Upload Documentation
- View Documentation
- Share Documentation
- Archive Documentation

Access

JEMNet System Requirements

The following are the computer system requirements for accessing the JEMNet contract system.

- Netscape Navigator or Internet Explorer
- Utilization of a 486 (or higher) processor
- Windows NT, Windows 95, Windows 98, or Windows 2000

To Access the JEMNet Contract System

JEMNet access is granted through the Purchasing and Contracts department. The requesting user must complete the “JEMNet Access Form” and obtain approval from the department manager, organization Dean or Vice President. See Important Notes 2.1, 2.2, 2.3.

Important Notes 2.1, 2.2, 2.3:

2.1 If the JEMNet Access Form is submitted on-line, email confirmation of approval is required from the Department Manager, Dean or Vice President. Email confirmation of approvals should be addressed to: contracts@pace.edu.

2.2 Incomplete JEMNet Access forms will be returned to the requestor marked “Incomplete”.

2.3 Requests to “Delete Access” should be sent to Purchasing and Contracts.
To Obtain and Submit the JEMNet Access Form

➤ The JEMNet Access form is available on the Contract Management web page at: www.pace.edu/IPN/STAFF/COMPTROLLERS/BUDGET/contract/main.html

➤ The access form may be sent via:

   Web page: Select the “Submit” button at the end of the form.

   Interoffice mail to: Purchasing and Contracts-Tead House, Briarcliff campus.

   LAN fax to: (914) 989-8114

The Purchasing and Contracts department will confirm JEMNet access by Email to the requestor.
Responsibilities of the Originating Unit

Step 1: Review the Contract for Content

The Originating Unit should review each contract it receives to determine whether the minimum components of a standard contract are present.

Legal Name

The Originating Unit should ensure the legal name of the vendor is reflected in the contract. The Originating Unit should call the vendor to make sure that the name reflected in the contract is the legal name since many companies operate under assumed names or variations of the legal name.

Amount of Contract

Each contract should have the correct amount agreed to be paid by the parties and the means and method of payment. The exact amount should be in the contract, the party responsible for payment, the date the payment is expected and the means of payment, if applicable, i.e. whether the payment will be made in installments or in one lump sum payment.

Scope of Work or Service

In contracts where Pace is requiring the vendor to perform a service or complete a task or work product, the contract should have a detailed description of the scope of work or service to be performed and time frame for completion. The Scope of Work can be part of the contract or it can be attached as an exhibit.
Terms and Conditions

The **Standard Terms and Conditions** are the additional elements of the contract by which the parties will be bound. Terms and Conditions may include the following:

- **Termination Clause** – the circumstances and the means by which the agreement can be terminated.
- **Assignment Clause** – whether the agreement can be assigned to a third party.
- **Warranty** – whether the vendor can give Pace a warranty on the work performed or equipment installed.
- **Notice** – how, who and where notices of any event under the contract will be sent to the parties.
- **Amendment** – how the parties will amend the contracts.

Appropriate Attachments

There are a number of additional attachments that may be required under a contract. For example, many contracts will require that the vendor insure the University against general liabilities or physical harm to employees, staff or students.

In these cases, the Originating Unit should ensure that **Standard Insurance Requirements** are included in the contract. In addition, the certificate of insurance should be attached to the contract.

If the certificate is not available when the contract is first received, the vendor should attach the certificate to the contract when it is signed. The certificate should be attached to the fully executed contract.
Signature Page

There should be a signature page attached to the contract or at the end of the contract. Contracts may only be signed by the Vice President of Finance and Administration, the Assistant Vice President of Finance and Administration, or the President.

Availability of Funds

The Originating Unit should check to ensure that funds are available to pay the vendor under the terms of the agreement. Contracts will be rejected and returned, without further review, if Purchasing finds that the agreement is not funded.

Other Considerations

Other considerations vary from contract to contract and will be reviewed by University Counsel for completeness. There are however, some agreements, which the Department may encounter on a regular basis, which may be subject to special consideration. Some of these agreements are as follows:

- Affiliation Agreements – Special Contract Considerations
- Facility Use Agreements – Special Contract Considerations
- Banquet/Catering Agreements – Special Contract Considerations

Step 2: Complete the Contract Review Form

Once the Originating Unit Representative has reviewed the contract, he or she should complete the **Contract Review Form**. The form is available on the Contract Management web page:


**Required Fields on the Contract Review Form**

The Originating Unit Representative must complete the required fields of the Contract Review Form in order for the contract to be reviewed. **See Important Note 3.1.**

**Important Note 3.1:**

Failure to complete the required fields of the Contract Review Form will result in the contract being returned to the Originating Unit Representative without further review.

**Required fields are:**

- Vendor Name
- Vendor ID Number
- Title
- Contract Type
- Project Name (if applicable)
- Vendor Contact
- Originating Budget Number
- Originating Unit Representative
- Originating Unit Submit Date
- Insurance Status (if applicable)
- Insurance Renewal Date (if applicable)

**Also See Checklist 2: Required Fields for Contract Review Form on Page 22.**
**Contract Review Form - Definitions**

Definitions of all the form fields are as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor Name</strong></td>
<td>The legal name of the Vendor.</td>
</tr>
<tr>
<td><strong>Federal ID</strong></td>
<td>Federal tax identification number of vendor.</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>The title or control number, which appears at the top of the contract</td>
</tr>
<tr>
<td><strong>Contract Type</strong></td>
<td>The category of contract. These categories are defined. See <a href="#">Appendix 1: Contract Types</a>.</td>
</tr>
<tr>
<td><strong>Project Name</strong></td>
<td>Name of project, program or grant associated with the contract.</td>
</tr>
<tr>
<td><strong>Vendor Contact</strong></td>
<td>Name of person, company, corporation, entity negotiating on behalf of the Vendor.</td>
</tr>
<tr>
<td><strong>Vendor Contact Phone</strong></td>
<td>Phone number of person, company, corporation, or entity named as Vendor Contact.</td>
</tr>
<tr>
<td><strong>Vendor Contact Fax</strong></td>
<td>Fax number of person, company, corporation, or entity named as Vendor Contact.</td>
</tr>
<tr>
<td><strong>E-Mail</strong></td>
<td>E-mail number of person, company, corporation, or entity named as Vendor.</td>
</tr>
<tr>
<td><strong>Street Address 1:</strong></td>
<td>Mailing address of the Vendor.</td>
</tr>
<tr>
<td><strong>Street Address 2:</strong></td>
<td>Mailing address of the Vendor.</td>
</tr>
<tr>
<td><strong>Street Address 3:</strong></td>
<td>Mailing address of the Vendor.</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>The City for the mailing address of the Vendor.</td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>The State for the mailing address of the Vendor.</td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
<td>The Zip Code for the mailing address of the Vendor.</td>
</tr>
<tr>
<td><strong>Country:</strong></td>
<td>The Country for the mailing address of the Vendor.</td>
</tr>
</tbody>
</table>
**Originating Unit Budget #:** The department budget number of the Originating Unit.

Example:

<table>
<thead>
<tr>
<th>Budget Number</th>
<th>Department</th>
<th>Originating Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 700 0032</td>
<td>Purchasing &amp; Contracts</td>
<td>Finance &amp; Administration</td>
</tr>
</tbody>
</table>

**Originating Unit Representative:** Individual in the Originating Unit responsible for negotiating the contract.

**Originating Unit Submit Date:** The date the Originating Unit submits the contract package to Purchasing and Contracts.

**Vendor Sign-off Date:** The Date the Vendor signs the contract.

**Submission Date:** Date contract is keyed into the computer.

**Originating Unit:** Vice President Division or School (drop-down menu).

**University Counsel Sign-off:** Date University Counsel approves the contract as to legal form.

**University Counsel Comments:** Comments by the University Counsel regarding the status of the contract.

**Insurance Status:** State insurance coverage dates.

**Insurance Renewal Date:** Date insurance coverage should be renewed.

**Intellectual Property Status:** Intellectual Property Status – State whether there are intellectual property issues. Whether appropriate university sign-off has been received.

**Executed Contract Rec’d:** Date executed contract is received in Purchasing and Contracts. (Completed by Purchasing & Contracts).
Step 3: Complete the Purchase Requisition Form

When a contract involves the purchase of goods and/or services, the Originating Unit Representative must complete the required fields of information on the Purchase Requisition form.

The completed required fields of information are needed to create a purchase order on the Advantage Financial system. See Important Note 4.1.

Important Note 4.1

Failure to complete the required fields of the Purchase Requisition Form will result in the contract being returned to the Originating Unit Representative without further review.

Required fields are:

- (Suggested Vendor) Name (See Explanation 1)
- Vendor Code (See Explanation 2)
- Department
- Fund, Agency, Organization, Object and Sub Object
- Amount
- (Deliver To:) Name, Phone Extension, Building, Room #
- Quantity
- Unit
- Description/Specification
- Cost
- Requested By
- Responsible Person
- Authorized Signature

Also See Checklist 3: Required Fields for Purchase Requisition on Page 23.
**Purchase Requisition Form Definitions**

Definitions of all the form fields are as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Suggested Vendor) Name</td>
<td>The full legal name of the Vendor.  <em>(See Explanation 1 on page 18).</em></td>
</tr>
<tr>
<td>Vendor Code</td>
<td>The Federal tax identification number of the vendor. <em>(See Explanation 2 on page 18).</em></td>
</tr>
<tr>
<td>Department</td>
<td>The name of the department in the Originating Unit.</td>
</tr>
<tr>
<td>Fund</td>
<td>The four-digit fund number.</td>
</tr>
<tr>
<td>Agency</td>
<td>The three-digit agency number.</td>
</tr>
<tr>
<td>Organization</td>
<td>The four-digit organization number.</td>
</tr>
<tr>
<td>Object</td>
<td>A valid expense object code.</td>
</tr>
<tr>
<td>Sub Object</td>
<td>A valid expense sub-object code.</td>
</tr>
<tr>
<td>Amount</td>
<td>The total amount of the (contract) purchase.</td>
</tr>
<tr>
<td>(Deliver To:) Name</td>
<td>The individual who negotiated the contract.</td>
</tr>
<tr>
<td>Phone Extension</td>
<td>The phone extension of the Originating Unit Representative.</td>
</tr>
<tr>
<td>Building, Room #</td>
<td>The building and room location of the Originating Unit Representative.</td>
</tr>
<tr>
<td>Quantity</td>
<td>The quantity of the (contract) purchase.</td>
</tr>
<tr>
<td>Unit</td>
<td>The unit of measure (e.g. ea for each).</td>
</tr>
<tr>
<td>Description/Specification</td>
<td>The description and/or specification of the (contract) purchase.</td>
</tr>
<tr>
<td>Cost</td>
<td>The unit cost of the (contract) purchase.</td>
</tr>
<tr>
<td>Requested By</td>
<td>The name of the Originating Unit Representative.</td>
</tr>
<tr>
<td>Responsible Person</td>
<td>The name of the Originating Unit Representative.</td>
</tr>
<tr>
<td>Authorized Signature</td>
<td>The signature of the Originating Unit Representative.</td>
</tr>
</tbody>
</table>
Explanation 1

In the (Suggested Vendor) Name field indicate the same Vendor Name listed on the Contract Review Form.

Explanation 2

The vendor’s federal identification number should be indicated on the Purchase Requisition in the box next to “Vendor Code”.
STEP FOUR: FORWARD THE COMPLETE CONTRACT PACKAGE

All complete contract packages should be submitted to the Purchasing and Contracts department.

There are three methods to transmit a complete contract package:

I. VIA INTEROFFICE MAIL

The Purchasing and Contracts department, in cooperation with General Services, has established red interoffice envelopes and canvas bags as the standards for transmitting contracts and legal documents via interoffice mail.

Only the red interoffice envelopes and/or canvas bag should be used for mailing contracts interoffice.

All contract packages should be sent via regular mail not “hand delivered”. There is limited hand-delivery pick-up and drop-off service on each campus.

You may obtain red interoffice envelopes/canvas bags from your campus mail services department.

To Transmit the Contract Package by Interoffice Mail:

- Complete the contract package.
- Enclose the completed contract package in a standard red interoffice envelope or canvas pack.
- Complete the address information on the envelope as follows:

  Janet Thompson, Purchasing and Contracts, Tead House, PUB

To Transmit Additional Attachments by Interoffice Mail (see Explanation 1 on page 20):

- Complete the Contract Review Form.
- Enclose the completed contract review form and additional attachment in a standard red interoffice envelope or canvas pack.
- Complete the address information on the envelope or canvas pack as indicated above.

II. Via LAN Fax

Contract Packages submitted via LAN fax should be directed to the Purchasing and Contracts department LAN fax number: (914) 989-8114.

In addition, the original copy of the contract should be forwarded to Purchasing and Contracts. See “Via Interoffice Mail”.
III. Via Email

Contract Packages submitted via email should be directed to the Purchasing and Contracts department email address; the email address is: contracts@pace.edu.

All email contract package submissions should have the Contract Review Form as the first attachment and the contract and/or additional documents as subsequent attachments.

In addition, the original contract should be forwarded to Purchasing and Contracts. See “Via Interoffice Mail”.

To Transmit the Contract Package by Email:

1. Complete the Contract Review Form.
2. Save the Contract Review Form on a computer or disk file.
3. Save the contract on a computer or disk file.
4. Address your email to contracts@pace.edu.
5. Select the saved Contract Review Form file as the first attachment.
6. Select the saved contract file as the second attachment.
7. If applicable, select saved additional attachments.

To Transmit Additional Attachments by Email (See Explanation 1, page 23):

1. Complete the Contract Review Form.
2. Save the Contract Review Form on a computer or disk file.
3. Save the additional legal documentation on a computer or disk file.
4. Address your email to contracts@pace.edu.
5. Select the saved Contract Review Form file as the first attachment.
6. Select the saved additional attachment file as the second attachment.

Explanation 1

In the event that an additional attachment is not obtainable when the contract is ready for submission, it may be necessary to submit an additional attachment after the original contract package is sent.

CHECKLIST 1

Contract Considerations

☐ Legal Name of Vendor

☐ Amount of Contract

☐ Scope of Work or Service

☐ Terms and Conditions

☐ Appropriate Attachments
  ☐ Insurance Certificates
  ☐ Intellectual Property Consent

☐ Signature Page

☐ Check Budget on Advantage Financial system to ensure monies are available
CHECKLIST 2

Required Fields for Contract Review Form

☐ Vendor Name

☐ Vendor ID Number

☐ Title

☐ Contract Type

☐ Project Name (if applicable)

☐ Vendor Contact

☐ Originating Unit Representative

☐ Originating Unit Submit Date

☐ Insurance Status (if applicable)

☐ Insurance Renewal Date (if applicable)
CHECKLIST 3

Required Fields for Purchase Requisition

☐ (Suggested Vendor) Name
☐ Vendor Code
☐ Department
☐ Fund, Agency, Organization, Object and Sub Object
☐ Amount
☐ (Deliver To:) Name, Phone Extension, Building, Room
☐ Quantity
☐ Unit
☐ Description/Specification
☐ Cost
☐ Requested By
☐ Responsible Person
☐ Authorized Signature
CHECKLIST 4

Completed Contract Package

☐ Contract

☐ Purchase Requisition (if applicable)

☐ Attachments (if applicable)

☐ Copy of the Contract

☐ Copy of Attachments (if applicable)
Responsibilities of the Purchasing and Contracts Department

The Contracts Administrator in the Purchasing and Contracts department is responsible for:

- Receipt and review of contract packages.
- Processing Purchase Requisitions for contracts.
- Scan or upload contracts and legal documents on the JEMNet system.
- Maintenance of contract and legal documents on the JEMNet system.

RECEIPT AND REVIEW OF CONTRACT PACKAGES

The Contracts Administrator will review contract packages for completeness. A completed contract package must contain the following:

- Completed Contract Review Form
- Completed Purchase Requisition (if applicable – see “Explanation 1”)
- Contract (Original)
- Contract (Copy)
- Additional Attachments (original) (if applicable – see “Explanation 2”)
- Additional Attachments (copy)

Explanations (1 and 2):

1. Completed Purchase Requisition – is applicable if the contract involves the purchase of goods and/or services.

2. Additional Attachments – is applicable if the contract requires attached documents such as insurance certificates, consents.

If the contract package is sent via interoffice mail, the contract (copy) and additional attachments will be scanned onto JEMNet.

If the contract package is submitted via email, the contract (original) and (original) additional attachments must be submitted via interoffice mail. It is not necessary to submit the contract (copy).

If the contract package is submitted via LAN fax, the contract (original) and additional attachments (original) must be submitted via interoffice mail. It is not necessary to submit the contract (copy). See Important Notes (1 and 2) on page 26.
Important Notes 5.1 and 5.2.

5.1 The contract (copy) should be free of binding or notation material.

Examples of binding and notation material include the following:

- Staples
- Paper clips
- Post-it notes
- Signature tabs

5.2 Incomplete contract packages will be returned to the originating unit representative with a memorandum “Contract Package – Return Notice”. The basis for return of the package will be indicated on the memorandum.

Processing Purchase Requisitions for Contracts

Contract packages that include a purchase requisition must be submitted via interoffice mail. The Purchasing and Contracts department does not accept fax copies of purchase requisitions. We also cannot accept the Purchase Requisition form separate from the contract package.

The Contracts Administrator will process a purchase requisition to create a purchase order. The purchase order will be placed on “Hold” status pending Legal Counsel approval of the contract.

The purchase order process is completed when Legal Counsel approves the contract.

Scan or Upload of Contracts and Legal Documents on the JEMNet System

Scan Documents

Only hard-copy contracts and legal documents are scanned onto the JEMNet computer system.

The Purchasing and Contracts department will scan contracts and legal documents on the JEMNet System upon receipt. Exceptions are applicable. See Important Note 5.3.

Important Note 5.3

Exceptions to this schedule apply for documents that require additional processing time. These include, but are not limited to, the following:

- Incomplete Contract Packages.
- Incomplete Contract Review Forms.
- Invalid Budget Numbers.
- Incomplete Purchase Requisition Forms.
UPLOAD DOCUMENTS

Email attachments of contracts and legal documents may be “uploaded” onto the JEMNet computer system. Acceptable format for upload documents are: Microsoft Word and Adobe PDF.

The Purchasing and Contracts department will upload contracts and legal documents on the JEMNet system upon receipt. Exceptions are applicable. See “Important Note 5.4”.

Important Note 5.4

Exceptions to the schedule apply as follows:

- If the attached file(s) cannot be opened when the email is retrieved from the contracts@pace.edu address.
- If incorrect or, incomplete information is transmitted.

Maintenance Of Contract And Legal Documents On The JEMNet System

The Contracts Administrator is responsible for the maintenance of contract and legal documents on the JEMNet system. See Important Note 5.5.

Important Note 5.5

In order to maintain updated data on the system, the originating unit must submit a copy of the final and fully executed contract to the Purchasing and Contracts department.

The final and fully executed contract will contain the signatures of the Authorized Signatory in Finance and Administration and the Vendor.

After the final and fully executed contract (copy) is scanned onto the JEMNet system, the Contracts Administrator will forward the contract (copy) to Finance and Administration, Office of the Executive Vice President and Legal Counsel.
RESPONSIBILITIES OF THE UNIVERSITY COUNSEL

The responsibilities of the University Counsel are to review the submitted contract, negotiate terms of the contract with the vendor and approve the contract as to legal form. University Counsel reviews each contract to ensure that the terms of the contract protect the interests and resources of the University and that its provisions are consistent with the scope of work proposed by the Originating Unit. The University Counsel works in cooperation with the Originating Unit to negotiate the appropriate terms and conditions of each contract.

1. Purchasing and Contracts forwards email notification to University Counsel that a contract has been submitted.

2. University Counsel reviews each contract for legal content. Counsel checks for specific provisions:
   - Indemnification
   - Confidentiality
   - Use of names and Trademarks
   - Insurance.

3. For standard agreements, Counsel will check to make sure the latest boilerplate version has been used by the Originating Unit and approve as to legal form.

4. For other agreements, University Counsel will contact the Originating Unit by email or by phone to indicate proposed changes to the contract. Either the Originating Unit or University Counsel will contact the vendor and negotiate the proposed terms.

5. University Counsel will forward email notification to Finance and Administration, Purchasing and Contracts, and the Originating Unit when a contract is approved as to legal form.
Responsibilities of Finance and Administration

Finance and Administration will review contracts for financial and business considerations.

An authorized signatory will sign contracts after receipt of approval confirmation from Legal Counsel.

Finance and Administration will forward approved and signed contracts to Purchasing & Contracts.

The Office of the Executive Vice President will retain a copy of the final and fully executed copy of the contract.
MONITORING

THE

CONTRACT
USER RESPONSIBILITIES

Responsibilities of the Originating Unit

The Originating Unit may access the JEMNet computer application to access and view contracts and contract approval status.

Responsibilities of the Purchasing and Contracts Department

The Purchasing and Contracts department must maintain the system database of contracts and additional attachments.

Responsibilities of the University Counsel

The University Counsel must indicate approval and applicable comments on the specific contract folder in JEMNet.

The University Counsel must also upload any contract revisions onto the JEMNet application.

Responsibilities of Finance and Administration

The Finance and Administration authorized signatories may access JEMNet to view contracts and indicate comments on specific contract folders.
TRAINING
Training Format

Individuals within the University who are responsible for originating contracts and their administrative support staff should enroll in contracts management training.

Contracts management training will include the following topics:

➤ Policies and Procedures
➤ JEMNet Access
➤ The JEMNet System

Contracts management training will be offered as part of the Learn to Excel programs beginning September 2001.
In order to appropriately identify and monitor Pace University contracts, it is important to properly assign to each contract a “type”. Appropriate assignment of a type will enable that contract to be easily tracked and, therefore, easily monitored.

The contract type is the category to which a contract can be assigned. Categories of contracts are as follows:

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DESCRIPTION</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Services Agreement</td>
<td>Agreement to provide Accounting professional services</td>
<td>Accounting Services</td>
</tr>
<tr>
<td>Affiliation Agreement- General</td>
<td>Agreement with another entity to provide educational services</td>
<td>An Agreement with another college to provide a joint program, degree, etc.</td>
</tr>
<tr>
<td>Affiliation Agreement – Distance Learning</td>
<td>Agreement with another entity to provide distance learning educational services</td>
<td></td>
</tr>
<tr>
<td>Auditing Services</td>
<td>Agreement to supply auditing services to Pace</td>
<td>Agreement with Auditing Firm</td>
</tr>
<tr>
<td>Architect Agreement</td>
<td>Agreement for architectural services</td>
<td>Design of new facility or renovation of existing facility (See also Construction Agreement or Engineering Agreement)</td>
</tr>
<tr>
<td>Engineering Agreement</td>
<td>Agreement with Engineering Firm to provide engineering services</td>
<td>Inspect buildings for engineering problems</td>
</tr>
<tr>
<td>Artist Performance Agreement</td>
<td>Agreement to provide musical or other artistic performances on campus</td>
<td>Singer, band,</td>
</tr>
<tr>
<td>Cable Service Agreement</td>
<td>Agreement to provide cable television services</td>
<td>Cable access agreement for dormitories</td>
</tr>
<tr>
<td>Clinical Affiliation Agreement</td>
<td>Agreement with an external site for student clinical training</td>
<td>Nursing students at Brooklyn Medical Center</td>
</tr>
<tr>
<td>Computer Hardware Agreement</td>
<td>Agreement to purchase/lease and/or maintain computer hardware</td>
<td>Purchase mainframe computer system</td>
</tr>
<tr>
<td>Computer Software Agreement</td>
<td>Agreement to purchase and/or maintain computer software services</td>
<td>Design software for accounting system</td>
</tr>
<tr>
<td>Construction Agreement</td>
<td>Agreement with a General Contractor, Construction Manager, Contractor or Sub-Contractor to perform construction services</td>
<td>Building construction, major renovation or repair [Also Architect Agreement and Engineering Agreement]</td>
</tr>
<tr>
<td>Consultant Agreement</td>
<td>Individual or company provides non-employee services</td>
<td>Study of departmental practices</td>
</tr>
<tr>
<td>Agreement Type</td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Copyright License Permission Agreement – Pace</td>
<td>Agreement to allow a corporation or individual to use Pace copyrighted material</td>
<td>Agreement to allow another NYU Press to publish article by Pace</td>
</tr>
<tr>
<td>Copyright License Permission Agreement - Copied</td>
<td>Agreement to allow Pace to use copyrighted material</td>
<td>Agreement to allow Pace to use articles from a book on a distance learning course</td>
</tr>
<tr>
<td>Distance Learning - Course Development</td>
<td>Agreement with a professional to develop, update, or deliver a distance learning course</td>
<td>Agreement with a professor to develop and teach a distance learning course</td>
</tr>
<tr>
<td>Distance Learning – Portal Agreement</td>
<td>Agreement with an entity to access Pace Web site for course information or educational services</td>
<td>Agreement with training institute to allow Institute’s students to access Pace web site for course, admissions and other information</td>
</tr>
<tr>
<td>Distance Learning – Consultant</td>
<td>Agreement with a consultant to provide a service for Distance Learning Program</td>
<td>Consultant designs a web site for a distance learning class</td>
</tr>
<tr>
<td>Educational Training Services by Pace</td>
<td>Agreement to train a defined group of people</td>
<td>CLOUT; IBM employee training; Welfare-to Work</td>
</tr>
<tr>
<td>Tuition Reimbursement or Subsidy Agreement</td>
<td>Agreement with employer or other entity to reimburse Pace for all or part of employee tuition</td>
<td>IBM employee tuition reimbursement</td>
</tr>
<tr>
<td>Employment Agreement (Non-faculty)</td>
<td>Agreement with individual for employment for a specific length of time</td>
<td>Agreement with visiting grant-funded researcher; temporary agency agreement</td>
</tr>
<tr>
<td>Equipment Purchase Agreement</td>
<td>Purchase equipment, supplies, etc. over not covered by purchase order</td>
<td>Purchase new boiler</td>
</tr>
<tr>
<td>Food Service Agreement</td>
<td>Agreement to provide food service for the University or a campus</td>
<td>Agreement with Marriot Corporation to operate cafeteria</td>
</tr>
<tr>
<td>Fundraising Services Agmt</td>
<td>Agreement to provide Development/Fundraising advice, information or services</td>
<td>Coordinate Leaders in Management Dinner</td>
</tr>
<tr>
<td>Legal Service Agreement</td>
<td>Retention of special outside legal counsel</td>
<td>Law firm provides specialized legal advice</td>
</tr>
<tr>
<td>Equipment Maintenance Services Agreement – HVAC</td>
<td>Agreement to provide maintenance services to Pace HVAC systems</td>
<td>Agreement to maintain boiler system</td>
</tr>
<tr>
<td>Equipment Maintenance Services Agreement – Office</td>
<td>Agreement to provide maintenance services to Pace Office equipment, namely copy machines, typwriters, etc. [For computer maintenance See: Computer Hardware Agreements]</td>
<td>Agreement to maintain office equipment</td>
</tr>
<tr>
<td>Agreement Type</td>
<td>Description</td>
<td>Participants/Details</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Equipment Maintenance Services Agreement –</strong></td>
<td><strong>Vehicles</strong></td>
<td>Agreement to provide maintenance services to Pace vehicles</td>
</tr>
<tr>
<td><strong>Elevator</strong></td>
<td>Agreement to maintain Pace elevator systems</td>
<td>Agreement to maintain elevator systems</td>
</tr>
<tr>
<td><strong>Telecommunications</strong></td>
<td>Agreement to provide maintenance services to Pace telecommunications systems</td>
<td>Agreement to maintain phone systems</td>
</tr>
<tr>
<td><strong>Laboratory</strong></td>
<td>Agreement to provide maintenance services to Pace Laboratory equipment</td>
<td>Agreement to maintain laboratory equipment</td>
</tr>
<tr>
<td><strong>Publication Agreement – University</strong></td>
<td>Agreement with an outside vendor to publish University intellectual property</td>
<td>Publish article of faculty member</td>
</tr>
<tr>
<td><strong>Publishing Agreement</strong></td>
<td>Agreement for Pace Press to publish books and other materials</td>
<td>Publish books or articles</td>
</tr>
<tr>
<td><strong>Real Estate Lease Agreement</strong></td>
<td>Rental of space for use by Pace</td>
<td>Office Space, Student housing</td>
</tr>
<tr>
<td><strong>Facilities Use Agreement (Off-site)</strong></td>
<td>Agreement by Pace to use offsite temporary space for an event</td>
<td>Westchester County Center for commencement; alumni/Development/enrollment events; banquets, receptions</td>
</tr>
<tr>
<td><strong>Space Rental Agreement (On-site)</strong></td>
<td>Agreement to permit non-Pace entities to use Pace facilities</td>
<td>Use of Schimmel Center for performance</td>
</tr>
<tr>
<td><strong>Speaker’s Agreement</strong></td>
<td>Agreement for visiting peaking engagements</td>
<td>Henry Louis Gates, Jr. Gloria Steinam, Commencement Speaker</td>
</tr>
<tr>
<td><strong>Temporary Staffing Agreement</strong></td>
<td>Agreement for temporary staffing</td>
<td>Temporary office staff, security staff</td>
</tr>
<tr>
<td><strong>Tour/Travel Agreement</strong></td>
<td>Agreement for tour or travel arrangements</td>
<td>Student trips abroad</td>
</tr>
<tr>
<td><strong>Seminars And Special Programs</strong></td>
<td>Agreements to conduct seminars and/or special projects on Pace campus and</td>
<td>Continuing education seminars for attorneys</td>
</tr>
</tbody>
</table>