

Contract Routing and Approval Form Instructions and Definitions

INSTRUCTIONS:

The Contract Routing and Approval Form (“Form”) shall be used when submitting contracts to the Office of Contracts Management.

The Requesting Individual from the Requesting Department must complete all the required fields marked with an asterisk. Once completed, please upload the Form utilizing the Contract Intake Portal. In the submission, please include the contract and any “supporting documentation.”

PLEASE NOTE, prior to certain contracts receiving legal review and being routed for approval and signature, the Office of Procurement Services may **FIRST** need to verify whether processes specific to the type of procurement sought have been completed. These procurements include requests for prepayments/deposits, sole source procurements, ITS purchases, equipment leases, and purchases of goods/services that require multiple quotes or the bidding process. If Procurement review is required, the Requesting Individual shall work with Procurement and obtain Procurement’s approval on the Form **PRIOR** to the Requesting Individual uploading the Form and any contract to the Contract Intake Portal.

Once uploaded to the Contract Intake Portal, the Form and the contract will be reviewed by the Office of Contracts Management and routed to the appropriate Contract Approvers. Those individuals will review the contract, approve or disapprove the contract, provide any comments, sign, and date the Form. Approvals will be routed based on the below contract threshold amounts. Any ITS contract will be routed to the CIO for approval.

Contracts of less than \$5,000

- reviewed by the Office of Contracts Management/Legal Review

Contracts with a value of \$5,000 to \$99,999:

- first reviewed by the Office of Contracts Management/Legal Review
- next reviewed by the Dean/Director/Department Head

Contracts with a value of 100,000 or more:

- first reviewed by the Office of Contracts Management /Legal Review
- next reviewed by the Dean/Director/Department Head
- then reviewed by the appropriate Vice Chancellor or Senior Leadership Equivalent

When the required approvals are obtained, the contract will be sent by the Office of Contracts Management to the individual with the properly delegated contractual authority required to execute the contract.

DEFINITIONS:

Contract: An agreement between the University and one or more parties, creating obligations that are enforceable or otherwise recognizable at law. Contracts include documents that revise or affect a Contract already in place, including, but not limited to

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contract amendments, addenda, change orders, and contract termination notices. Examples of Contracts include, but are not limited to, standard contracts, memorandums of understanding (MOUs), purchase agreements/orders, maintenance/service agreements, leases, licenses, easements, revenue generating agreements, and software license agreements. University contracts must be in writing to be valid and enforceable.

Contractual Authority: The authority to execute contracts as authorized by IHL policy and delegated by the Chancellor. The signer of a contract is ultimately responsible for the appropriateness and correctness of the transaction, its terms, and ensuring that the contract has undergone legal review.

Contract Approver: The contract approver is an individual with budgetary authority and charged with the oversight of a Requesting Department. A Contract approver will review contracts to make sure the contract furthers the mission of UM and does not expose UM to unnecessary financial or reputational harm. Although an integral part of the contract process, a Contract Approver is not vested with the Contractual Authority to execute the contract. **A Contract Approver shall not participate in the approval process of any contract wherein they maintain a conflict of interest as defined by UM's Employee Conflict of Interest Policy.** See UM Policy HRO.EM.300.300.

Requesting Individual: The Requesting Individual is typically the individual within the Requesting Department with the most knowledge about the needs to be met by the contract. The Requesting Individual maintains a full understanding of the products or services to be received as well as the timeliness, level of quality, payment requirements, and other unique aspects of the contract. The Requesting Individual – along with the Department Head/Director/Dean – have the ultimate responsibility to ensure UM receives the goods, services, and/or revenue set forth in the contract and that UM pays the amount set forth in the contract. **A Requesting Individual shall not participate in the approval process of any contract wherein they maintain a conflict of interest as defined by UM's Employee Conflict of Interest Policy.** See UM Policy HRO.EM.300.300.

Procurement Review: Process utilized by the Office of Procurement Services to ensure all UM purchases comply with applicable Federal/State laws, the bylaws of the Mississippi State Institutions of Higher Learning, and UM policies. This review includes – but is not limited to – purchase of certain goods/services, contracts that request prepayments/deposits, sole source procurements, ITS purchases, obtaining quotes for commodity purchases, analyzing the bid process and requests for proposals, and equipment leases.

Supporting Documentation: Documents related to the contract – including but not limited to – any addenda, supplemental terms and conditions, exhibits, attachments, certificates of insurance, and documents generated from the Procurement Review process (i.e. winning quote, winning bids/proposals, sole source approval, IHL approval of leases, prepayment paperwork, ITS approval, etc.).

Please direct questions regarding the Contract Routing and Approval Form or the Definitions to the Office of Contracts Management at 662-915-7200 or contracts@olemiss.edu.