



CONTRACT MANAGEMENT POLICY AND PROCEDURE MANUAL

Table of Contents

01. Introduction.....	2.....
02. Contract Management Policies.....	2.....
03. Responsibilities of the Originating Unit Representative.....	6....
04. Responsibilities of Purchasing and Contracts.....	8.....
05.	



Finance and Planning

Purchasing and
Contracts



Most University standard contracts and riders contain insurance provisions, which require vendors to supply Pace University with proof of insurance coverage relating to the services rendered under the agreement. Proof of insurance is generally in the form of a certificate of insurance with Pace University named as "Additional Insured".

Any modifications to University standard insurance requirements must be approved by the Director of Risk Management/Insurance.

Honorarium Letters

Originating Unit Representatives may use the Acknowledgement of Speaking Engagement and Speaking Engagement Payment Letters to invite and pay guest speakers.

These letters may be signed by the Originating Representative and do not require review/upload to the Contract Management System. Speaking Engagement and Speaking Engagement Payment letters may be sent directly to Accounts Payable when the guest speaker has satisfied his/her engagement with the University.



B. Catering Agreements

Routine catering requests for food delivered on campus must be paid with a purchase order or university travel card approved by Finance and Planning and need not be reviewed by University Counsel. Routine catering requests include pizza deliveries and lunch/refreshments for meetings and/or seminars.

Catering agreements with catering halls should be processed through the standard purchasing process.



Finance and Planning

Purchasing and
Contracts





The Originating Unit Representative drives the contract review and management process. It is the responsibility of the Representative to initiate discussions with the vendor. However, the Representative must contact/ involve legal counsel in the negotiation process to ensure that the contract reflects the provisions that have been agreed to between parties.

Step 1: REVIEW THE CONTRACT FOR CONTENT

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

Legal Name and Address

The Originating Unit Representative should ensure the legal name of the vendor is reflected in the contract. The Originating Unit Representative should contact the

4



STEP 3: COMPLETE THE TASKS ASSIGNED TO YOU IN THE CONTRACT MANAGEMENT SYSTEM WITHIN THE CONTRACT WORKSPACE

Once the Contract Workspace has been created, depending on the Workflow unique to each contract, the Originating Unit Representative will be assigned tasks in the Contract Management System to complete.

RESPONSIBILITIES OF THE PURCHASING & CONTRACTS DEPARTMENT

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

- Receipt and review of contract documents.
- Processing Purchase Orders for contracts.
- Maintenance of contract and



Finance and Planning



Finance and Planning

Purchasing and
Contracts



Finance and Planning

Purchasing and
Contracts



Finance and Planning

Purchasing and
Contracts

Version	Date	Change	Author
2.2	02/12/16		