

Process:	Contracts/Agreements		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	9/18/24

Introduction:

If a contract is desired or required, services should not be rendered prior to the contract being approved by Business & Procurement. Please note: only Business & Procurement have the authority to sign contracts; departments and colleges do not have authority to sign contracts on behalf of the University. **(Note: All Independent Contractors require a contract and independent contractors cannot be paid with PCard)**

Warning: Be careful of agreements, waivers, etc...online that does not ask for a signature, but may ask you to check a box if you agree to the terms or waivers. Stop, do not check those boxes until you have printed the document to send to Business & Procurement for their approval via the contract portal.

Steps:

1. The Department Liaison will submit the contract using the Contract Portal found at <https://materialsmgmt.ofa.ncsu.edu/our-services/contract-review-services/> once submitted it will route to the Financial Services/ Accounting Manager or Research Director for contracts and grants. At that point you can no longer edit the contract. They will review, approve, and route to Business & Procurement for approval. If for some reason they need to reject your contract for correction(s), once correction(s) are made you will need to resubmit. Once a contract has been approved by Business & Procurement and you need to amend below are the steps for how to resubmit a contract for amendment:
 - Go to submit contract
 - Change record type to amendment
 - In parent contract control# field, key in the existing contract control# and the existing information should populate
 - Put the existing contract control#-1 in the amendment number field, then put in the contract type and upload any amendment information you have.

Your supplier must have a supplier ID in paymentworks, before the contract can be processed in the contract portal. (Make sure you upload documents that are needed such as independent contractor checklist, sole source justification, etc....)

2. Once Business & Procurement approves your contract, you will receive an email stating that the contract has been fully signed. Your fully signed contract will be uploaded as well. At that point, your supplier can start working.

3. Once work has been completed and you enter or submit invoice/FVR to Financial Services make sure you include the contract, independent contractor checklist if one was needed, and any other pertinent documentation. If you are paying with PCard make sure you upload the aforementioned documentation. Remember you cannot pay an independent contractor with PCard.

Contract Advisory – Some contracts that are submitted for approval and signature contain one or more provisions that are normally unacceptable to the University. These provisions are normally unacceptable because they (a) potentially impose liability on the University beyond that which is deemed to be appropriate for a state agency or, (b) limit the vendor's normal liability for its own breach or other wrongdoing, or (c) violate a provision of the University policy, or (d) all of the above. Negotiations with the vendor to remove provisions have been unsuccessful.

It is the Department's responsibility to review and evaluate all risks associated with advisory agreement. If you decide, you would like to move forward with the contract accepting the risks. There are two people in our college authorized to sign as Financial Officers. The Assistant Dean for Finance or the Research Director. They both use the same criteria, which they only sign if the Dean determines that the college is willing and able to accept the burden of the identified risk(s). If the risk is IT related they ask the IT Director to weigh in. If it's Research related they ask the Associate Dean of Research to make recommendations to the Dean. If it is Academic, they ask the Associate Dean of Academics to make recommendations to the Dean. Once the Dean makes a decision, an email will be sent to the Assistant Dean of Finance or the Research Director for contracts and grants indicating that the college would like Business & Procurement to move forward with the contract.

Additional References:

Contract Review

<https://procurement.ofa.ncsu.edu/our-services/contract-review-services/>