



THE UNIVERSITY *of*
MISSISSIPPI

OFFICE OF CONTRACTS MANAGEMENT

Contract Guidebook

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1. Introduction

The purpose of this guide is to establish consistent contracting processes and procedures supporting the University of Mississippi (“UM”). This guide has been developed by the Office of Contracts Management (“OCM”) to assist campus partners, vendors, and other parties to better understand the processes and procedures associated with contracts at UM.

Contracts, affiliation agreements, memorandums of understanding or any other written agreement signed by UM with an external entity shall be entered into only after full compliance with these guidelines.

2. What is a contract?

A “contract” is an agreement between UM 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 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. UM contracts must be in writing to be valid and enforceable.

3. Who can sign a contract?

The Chancellor has been empowered by the Board of Trustees for the Institutions of Higher Learning (“IHL”) to execute contracts on behalf of UM. The Chancellor may further delegate limited contractual authority to institutional officials. The below chart details which UM officials currently maintain delegated contractual signatory authority.

<u>Contract Value or Category</u>	<u>Contractual Authority</u>
Any contract regardless of type/amount	Chancellor
Employment Agreements	Chancellor
Expenditure and revenue contracts	Vice Chancellor for Administration and Finance
Research contracts, including grants, sponsored projects, subaward agreements, material transfer agreements, reliance agreements, data use agreements, and non-disclosure agreements	Vice Chancellor for Research and Sponsored Programs and/or Designated Authorized Organization Representative/Signing Official

Research Agreements related to UM Intellectual Property	Vice Chancellor for Research and Sponsored Programs
Academic agreements, including academic affiliation agreements, educational affiliation agreements MOUs, international academic agreements	Provost and Executive Vice Chancellor
Legal services contracts with outside counsel	General Counsel and Chief Legal Officer

In accordance with IHL Board Policy 707.02, anyone signing a contract without authorization is subject to disciplinary action, up to and including termination. For more information about contractual authority, please see UM Policy CHA.AM.100.109 [POLICY LINK](#).

4. **What types of contracts should be submitted?**

Except for employment¹ and research contracts², the OCM reviews all other contracts wherein UM is a contracting party with an outside entity. These contracts typically include:

- Affiliation Agreements
- Book Store/Food Service/Athletic Concession
- Hotel/Convention Contracts
- Information Technology Services
- Interagency/Interlocal Agreements
- Purchase/Sale of Real Estate
- Leases
- Licenses
- Memorandums of Understanding
- Purchase of Goods
- Purchase of Services
- Purchase of Services and Goods
- Revenue Generating Contracts

Inter-campus agreements/contracts between UM departments/units are not included in the types of contracts that must be submitted to the OCM for review. This type of agreement is not with an external entity and falls outside the scope

¹ An employment contract is a contract between UM and an employee used to define the working relationship.

² Research contracts, include but are not limited to grants, sponsored projects, subaward agreements, material transfer agreements, reliance agreements, data use agreements, and non-disclosure agreements, and agreements to transfer, license, or otherwise handle the intellectual property of UM.

of what OCM reviews.

Please contact the OCM if you have any questions about whether your contract/agreement should be submitted to the OCM for review.

5. Responsibilities of UM Departments and Employees Submitting Contracts for Review

A. Department Responsibilities

The OCM relies on individual departments submitting contracts to maintain proper oversight responsibility for reviewing their contracts for compliance with the contract terms/conditions and all applicable UM guidelines and/or policies. It is the responsibility of each department to develop and maintain quality controls ensuring that all contracts are performed in compliance with the contract terms/conditions and all applicable UM guidelines and/or policies.

On a quarterly basis, the OCM will identify a specific department(s) and perform an assessment of the department's compliance with UM contract guidelines and/or policies. The assessment findings will be shared with Internal Audit. In addition to OCM's quarterly assessments, IHL policy requires an annual audit of the contract management systems at each institution.

B. Requesting Individuals' Responsibilities

The "Requesting Individual" is the individual within the department submitting a contract for review by OCM. The "Requesting Individual" is typically the individual with the most knowledge about the needs to be met by the contract. The "Requesting Individual" will have a full understanding of the commodities, services, or revenue to be received as well as the timelines, level of quality, payment requirements, and other unique aspects of the contract.

The "Requesting Individual" maintains the ultimate responsibility to ensure UM receives the commodities, services and/or revenue set forth in the contract. The "Requesting Individual" also maintains the ultimate responsibility to ensure UM pays for the commodities, goods, and services pursuant to the contract terms.

To properly fulfill this function, it is imperative that the "Requesting Individual" fully understands the scope of the contract as well as the requirements set forth in the contract. The "Requesting Individual" will be responsible for:

- i. Verification that all commodities, goods, and services are received pursuant to the contract terms.
- ii. Verification that the commodities, goods, and services received are equal to or better than the quality required by the contract.

- iii. Verification that charges for the commodities, goods, and services are consistent with the contract.
- iv. Verification that that any applicable “rebates” or “discounts” are applied to the purchase price of the commodities, goods, services.
- v. Verification that all applicable bonds and insurance documents have been received and are determined to be adequate, if applicable.
- vi. Verification that all revenues are received pursuant to the contract terms. This may include requesting revenue generating documentation from the vendor confirming appropriate revenues have been received by UM.
- vii. When submitting payment requests to the Office of Procurement Services, attesting that the commodities and/or services related to the request have been received and that all terms and conditions related to the request have been met.
- viii. When submitting a payment request to the Office of Procurement Services, attesting that the request will not cause the total amount expended under the contract to exceed the contract amount.

Some departments may elect to appoint a specific UM employee(s) to serve as the “Requesting Individual” for their department. This approach is encouraged and helps the departments consolidate the responsibilities detailed above. Should a department elect to appoint specific UM employee(s) to serve as the “Requesting Individual,” the department shall notify the OCM.

Additionally, if the “Requesting Individual” leaves his/her position during the term of the contract, it is the responsibility of the department to immediately notify OCM to name a replacement for the “Requesting Individual” who will assume all responsibilities listed above.

A “Requesting Individual” shall not participate in the submission or 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.

C. Contract Approvers’ Responsibilities

The “Contract Approver” is the individual with budgetary authority and charged with the oversight of UM departments and/or employees. A “Contract Approver” will review contracts and indicate approval or disapproval of contracts by signing the Contract Routing and Approval Form. Although an integral part of the contract process, a “Contract Approver” is not vested with contractual

authority to execute UM contracts. By signing the Contract Routing and Approval Form, a “Contract Approver” is attesting to the following:

- i. They have the budgetary authority to make all payments contemplated by the contract.
- ii. They know the contract will further UM’s mission.
- iii. They made a good faith effort to identify any potential risks (financial, reputational, other) to UM related to the contract and have taken reasonable actions to mitigate the risk and believe the risk to UM is outweighed by the value received from 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.

D. Contract Executors’ Responsibilities

The “Contract Executor” is the individual with the properly delegated contractual authority required to sign a contract on behalf of UM. Please see section 3 above for more detailed information regarding who at UM can sign contracts. By signing a contract, the “Contract Executor” represents that they have reviewed the Contract Routing and Approval Form, reviewed the contract, and determined that the contract furthers UM’s mission.

A “Contract Executor” 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.

E. Training

The OCM provides on-going training to UM departments, Requesting Individuals, Contract Approvers, and Contract Executors. This training includes campus-wide training, online training, and meeting with individual departments to address their specific contract needs.

All Requesting Individuals, Contract Approvers, and Contract Executors are **REQUIRED** to complete OCM training. The OCM will not process contracts from departments or individuals that have not completed the required training. Please visit the OCM website or contact the OCM for more information about training.

6. Submitting a Contract to the OCM

A. Contract Submission Overview

UM employees, campus partners, vendors, and other parties are encouraged to visit the OCM's website for more detailed information about contracting with UM. The OCM website can be found here: [OCM Website](#)

Contracts and any supporting documents are submitted to the OCM via the Contract Intake Portal ("Portal"). The Portal can be found on the OCM's website and here: [Portal](#)

To complete the contract intake process, the Requesting Individual will need to submit the Contract Routing and Approval Form ("Form"). The Form can be found in Section 10 of this guide and on the OCM's website.

Instructions for completing the Form can be found in Section 10 of this guide and on the OCM's website.

Please be sure to accurately complete ALL the information fields found on both the Portal and the Form. Incomplete or inaccurate submissions will be deleted from the Portal.

For typical contracts, Departments and "Requesting Individuals" should allow for 30 days from the time the contract is submitted until the time the contract has been fully negotiated, received legal review, obtained necessary approvals, and signed by the UM employee with the required contractual authority. Tips for submitting contracts for swift processing can be found in Section 10 of this guide and on the OCM website. Contract submissions that follow the details outlined in "Tips" typically have a much swifter turnaround time of ten (10) days or less.

For contracts requiring IHL approval, Departments should allow for 90 - 120 days for the contract approval process to be completed. For more information related to IHL contracts, please see Section 9 of this guide.

B. Procurement Review

PRIOR to certain contracts being routed for approval and signature, the Office of Procurement Services ("Procurement") may **FIRST** need to verify whether processes specific to the type of procurement sought have been completed. These procurements include:

- i. Sole source procurements
- ii. IT-related purchases
- iii. Leases (typically equipment leases like copiers, etc.)
- iv. Purchases of goods and/or services over \$5,000 requiring two quotes
- v. Purchases of goods and/or services over \$75,000 triggering the Request For Bids/Proposals Process

vi. Contracts requiring prepayments/deposits

- Approval for a prepayment/deposit \$5,000 or less has been delegated to the Director of Procurement Services and his/her delegate(s).
- Pre-payment/deposits **over** \$5,000 will require IHL approval either from the IHL Commissioner (less than \$2,000,000) or the IHL Board (over \$2,000,000).³
- IHL policy 707.03(4) and (6) exempts the following items from requiring approval for prepayments/deposits:
 - Registration fees for conventions and conferences
 - Deposits for hotel fees
 - 1-year rental of a P.O. Box paid for in a single payment
 - 1-year payment of membership dues in a single payment
 - 1-year payment of subscriptions in a single payment
 - 1-year payment for software maintenance fees in a single payment

If “Procurement Review” is required, the Department and/or “Requesting Individual” **SHALL** work with Procurement and obtain Procurement’s approval on the Contract Routing and Approval Form **PRIOR** to the Department and/or “Requesting Individual” uploading the Form and any contract to the Portal. The Form has a box designated for Procurement to indicate its approval that all prerequisites have been met and the contract is now ready for legal review and approval. Please note that Procurement will also need to see all of the supporting documentation (potential contract, quotes, etc.) when sending the Contract Routing and Approval Form for their approval.

C. Templates

Some UM Departments have developed unique standard contracts applicable to their specific needs. After this unique contract has been approved by the Office of General Counsel and the OCM, the department is free to use the contract for future agreements. Such contracts are referred to as “Templates.”

Use of Templates is encouraged as Templates best protect UM from financial/legal risk. If a vendor/other contracting party agrees to use a UM approved Template, and no revisions and/or modifications are made to the Template’s terms, the approval process for the contract is swift.

³ Please note, pursuant to IHL Policy 707.03, if any other IHL Board policy requires IHL Board approval in order to contract for, lease, or purchase the subject goods, services, equipment, property or facility, approval of a prepayment must be sought from the IHL Board and not the IHL Commissioner.

Please contact the OCM to explore the use of current Templates and/or the development of new Templates for your Department's use.

D. Third Party Contracts

Also known as third-party paper, a third-party contract is a legal agreement that originates with the counterparty/vendor. Thus, the contract follows the third-party's own templates, structure, and preferred provisions.

If a vendor/other contracting party will not agree to use a UM approved Template and prefers their own contract documents, the OCM must conduct additional legal review and negotiation. Please keep in mind the review process will take longer and there is a higher likelihood that changes will be required prior to approval.

To speed up the review process, the Department and/or "Requesting Individual" should ask the vendor/other contracting party to sign the Mandatory Addendum to all UM contracts. **PRIOR** to submitting any third-party contract to the Portal for OCM to review, please have the vendor/other contracting party sign the Mandatory Addendum. You can upload the signed Mandatory Addendum to the Portal as a "Supplemental Document."

If the vendor/other contracting party refuses to sign the Mandatory Addendum, the OCM will negotiate the contract terms directly with the vendor/other contracting party. Again, this process will take additional time and the Department and/or "Requesting Individuals" should plan accordingly.

The Mandatory Addendum can be found in Section 10 of this guide and on the OCM's website.

E. Contract Routing and Approval Process

Once a contract and supporting documents have been properly submitted to the OCM, the contract routing and approval process begins. The process detailed below will apply to most contracts submitted to the OCM.⁴ The contract routing and approval process includes:

- i. The OCM will perform an initial review of the contract. If the contract terms do not match the information on the Contract Routing and Approval Form or the Form is incomplete, the submission will be deleted. The OCM will contact the "Requesting Individual" and ask them to correct the deficiencies and resubmit.

⁴ Please note, certain contracts may require approvals from other entities including the IHL, the Mississippi Department of Information Technology Services and the UM Office of Research and Sponsored Programs.

- ii. The OCM will then route the contract for the required approvals.
- iii. Contracts will be routed for approvals based on the following dollar thresholds:

- **Contracts of less than \$5,000**
 - reviewed by the OCM/Legal Review
- **Contracts with a value of \$5,000 to \$99,999**
 - first reviewed by the OCM/Legal Review
 - next reviewed by the Dean/Director/Department Head
- **Contracts with a value of 100,000 or more**
 - first reviewed by the OCM /Legal Review
 - next reviewed by the Dean/Director/Department Head
 - then reviewed by the appropriate Vice Chancellor or Senior Leadership Equivalent

F. Contract Execution

Once the required approvals are obtained, the OCM will route the contract to the UM employee with the properly delegated contractual authority for signature. Typically, the OCM will handle obtaining the signature from the vendor/other contracting party.⁵ However, the OCM may also work with the “Requesting Individual” to obtain the signature of the vendor/other contracting party.

When all parties have signed the contract, the OCM will send the “Requesting Individual” a copy of the fully executed contract, a copy of the completed Contract Routing and Approval Form, and a copy of the e-signature audit trail. It is this version of the fully executed contract – with UM’s internal documents included – that will be stored in UM’s Contracts Database.

When providing the “Requesting Individual” a copy of the fully executed contract, a copy of the completed Contract Routing and Approval Form, and a copy of the e-signature audit trail, the OCM will also advise the “Requesting Individual” that if the contract will result in a payment reviewed/processed through the Office of Procurement Services, to send a copy of the completed Contract Routing and Approval Form, a copy of the e-signature audit trail, and the fully executed contract to the Department of Procurement Services.

⁵ To speed up the contract execution process, the “Requesting Individual” is encouraged to obtain the signature of the vendor/other contracting party **PRIOR** to submitting the contract to the Portal. This is especially true for contracts that are UM approved Templates or third-party contracts where the vendor/other contracting party has agreed to the Mandatory Addendum.

Typically, the OCM will manage sending a copy of the contract – with UM’s internal processing documents removed – to the vendor/other contracting party. The OCM will copy the “Requesting Individual” on that email. However, the OCM may also work directly with the “Requesting Individual” to provide the vendor/other contracting party with a copy of the fully executed contract with UM’s internal documents removed.

G. UM Contracts Database

As of January 1, 2023, the OCM utilizes BOX to store all contracts. The OCM will share with each department the BOX file designated for that specific department’s contracts. Users will be granted “View Only” access to review, download, and print their contracts. The BOX files will be organized by department, year, and vendor. Metadata is assigned to each contract by the OCM so that search capabilities are available for departments to utilize to easily locate specific contracts. Please contact the OCM for a tutorial on how to best utilize the search functions.

Contracts predating January 1, 2023, will be archived in UM’s prior contracts database. Please note, the responsibility of uploading contracts to the prior database was the responsibility of the individual UM departments. Thus, not all contracts will be accessible via the prior database unless uploaded by the department. For questions regarding accessing contracts stored in the prior database, please contact the OCM.

7. What Happens After a Contract is Signed?

The lifecycle of a contract does not end once it is executed. As described in Section 5 above, Departments and “Requesting Individuals” maintain oversight responsibility for managing their contracts for compliance with UM policies, conformity with the contract terms/conditions, and ensuring UM receives the commodities, services and/or revenue set forth in the contract.

A. Submitting Payment Requests to Procurement

If the contract will result in a payment processed through Procurement, please send the following to Procurement:

- i. A copy of the completed Contract Routing and Approval Form and e-signature audit trail
- ii. A copy of the fully executed contract

If the contract is related to a Form 13, this documentation should be emailed to payables@olemiss.edu and the Form 13 number should be included in the subject line of the email. Likewise, if the contract is related to a requisition, this

documentation should be emailed to purchase@olemiss.edu and the requisition number should be included in the subject line of the email.

Procurement will **NOT** approve paying a vendor/other contracting party **UNLESS** Procurement receives the completed Form, audit trail, and fully executed contract.

P-Cards: For contracts valued at more than \$5,000, payments should not be made by procurement card even if the individual payments are \$5,000 or less. Any exceptions must have express permission from both Procurement Services and the Office of Contracts Management.

B. FORM 13 Payment Requests:

For all Form 13s, the following language is included on the Form:

If a contract is associated with the payment request, I – as the individual and/or department head seeking payment pursuant to the contract – understand that I am responsible for personally confirming receipt of the services as well as ensuring compliance with all terms and conditions of the contract.

For Form 13s with the “Pay in Full Made Now” option checked, the following language is included on the form:

If a contract is associated with the payment request, I – as the individual and/or department head seeking payment pursuant to the contract – understand that I am responsible for personally confirming receipt of the services as well as ensuring compliance with all terms and conditions of the contract.

I attest that all services related to this request for “Payment in Full Made Now” have been received and that all terms and conditions related to this purchase of services have been met. In addition, payment of the invoice for these services will not cause the total amount expended under this contract to exceed the agreed-upon contract amount, and the invoice should be paid.

C. Email Request for Purchase Order Goods/Receipt:

When a requisition has been created and a purchase order issued, a department **MUST** submit a request to Procurement for processing a

goods/receipt.⁶ The following language (*in italics*) **MUST** be included in the email to Procurement from the department:

As the individual and/or department head seeking payment, I attest that all commodities (goods) and/or services listed below and found on PO #_____ have been received, or prepayment approval obtained if applicable, and that all terms and conditions related to the purchase of these goods and/or services have been met.

Please process a Goods/Services Receipt on the specified lines for the following quantities:

***Example: Line 1 – 1 each (Prepayment)**

***Line 5 – 3 each (Received)**

***(Specific line(s) and specific quantities must be provided in the section above unless “all quantities on all lines” is stated. “Prepayment” or “Received” must be stated.)**

The invoice for the goods and/or services specified above should be paid.

If a contract is associated with this purchase, I understand that I am responsible for personally confirming receipt of the commodities (goods) and/or services as well as ensuring compliance with all terms and conditions of the contract. In addition, payment for these goods and/or services will not cause the total amount expended under the contract to exceed the agreed-upon contract amount, and the invoice for them should be paid.

When all goods and/or services have been received prior to requisition creation, a department will place in the header note of the requisition the following language:

As the individual and/or department head seeking payment, I attest that all commodities (goods) and/or services listed on this requisition have been received and

⁶ For deliveries handled by Central Receiving, this step is unnecessary as the goods receipts will be processed automatically by receiving personnel.

that all terms and conditions related to the purchase of these goods and/or services have been met.

The invoice for the goods and/or services specified in the requisition should be paid.

If a contract is associated with this purchase, I understand that I am responsible for personally confirming receipt of the commodities (goods) and/or services as well as ensuring compliance with all terms and conditions of the contract. In addition, payment for these goods and/or services will not cause the total amount expended under the contract to exceed the agreed-upon contract amount, and the requisition should be processed to a purchase order and the invoice should be paid.

D. Request for Payment Forms

The below language has been added to the request for payment form just above the signature line:

As the individual and/or department head seeking payment, I attest that all commodities (goods) and/or services listed above have been received, or prepayment approval obtained if applicable, and that all terms and conditions related to the purchase of these goods and/or services have been met. The invoice for the goods and/or services specified above should be paid.

If a contract is associated with this purchase, I understand that I am responsible for personally confirming receipt of the commodities (goods) and/or services as well as ensuring compliance with all terms and conditions of the contract. In addition, payment for these goods and/or services will not cause the total amount expended under the contract to exceed the agreed-upon contract amount, and the invoice for them should be paid. I have included the completed Contract Routing and Approval Form and the fully executed contract with this Request for Payment.

8. OCM Post-Contract Services and Assistance

A. Contract Renewals

Some contracts include an option to renew the contract for a subsequent term. The renewal clause in the contract may be “Manual” or “Automatic.” Please note, contracts with “Automatic” renewal clauses are highly disfavored and will not be allowed absent substantial justification.⁷

UM Departments and “Requesting Individuals” are highly encouraged to calendar any applicable renewal dates. The OCM will also track renewal dates on high risk, high value, or unique contracts and alert the “Requesting Individual” and/or Department when a renewal date is looming. If contract renewal is desired, please contact the OCM as soon as possible to explore how best to renew the contract. Renewal of a contract may or may not trigger additional review/approvals from Procurement, the OCM, and other entities. Thus, Departments and “Requesting Individuals” should allow for ample time to complete any additional reviews/approvals prior to the contract term expiring.

B. Contract Amendment

Sometimes, UM and the vendor/other contracting party need to amend the terms of an existing contract. When this occurs, contact the OCM so it can assist the Department and “Requesting Individual” with amending the existing contract.

Amending an existing contract may or may not trigger additional review/approvals from Procurement, the OCM, and other entities. Thus, Departments and “Requesting Individuals” should allow for ample time to amend an existing contract.

C. Contract Enforcement

Occasionally, problems arise in the contractual relationship between UM and the vendor/other contracting party. Typically, this occurs when a party to the contract fails to comply with the contractual terms either by failing to perform their contractual duties or failing to pay for goods/services. When this occurs, please contact the OCM as soon as possible. The OCM will assist the Department and “Requesting Individual” to enforce the terms of the contract. This may include involving the Office of General Counsel.

Similarly, if a Department or “Requesting Individual” receives notice from a vendor/other contracting party wherein the vendor/other contracting party is seeking to enforce the terms of a contract, please contact the OCM immediately.

⁷ An example of substantial justification includes a significant savings to UM if an “Automatic” renewal clause is included in the contract.

The OCM will assist the Department or “Requesting Individual” with the matter and may involve the Office of General Counsel.

D. Contract Termination

All contracts should have a termination date. Some contracts expire pursuant to the terms of the contract while other contracts need to be terminated prior to the original termination date identified in the contract.

If a Department or “Requesting Individual” elects to terminate a contract prior to the original termination date identified in the contract, please contact the OCM as soon as possible. Most contracts include very specific termination provisions that must be followed. The OCM will assist the Department and “Requesting Individual” in terminating the contract. This may include involving the Office of General Counsel.

Similarly, if a Department or “Requesting Individual” receives notice from a vendor/other contracting party wherein the vendor/other contracting party is seeking to terminate the contract prior to the original termination date, please contact the OCM immediately. The OCM will assist the Department or “Requesting Individual” with the matter and may involve the Office of General Counsel.

9. IHL Board Approval

Specific contracts require the approval of the IHL Board. The approval process for IHL contracts can take considerable time. **Typically, the process will take at least ninety (90) days and sometimes one-hundred and twenty (120) days.** Accordingly, Departments or “Requesting Individuals” seeking to enter contracts requiring IHL Board approval should allow for ample time for the process to be completed. All contracts requiring IHL approval shall be submitted to the OCM’s contracts intake portal well in advance of the time the Department needs the contract to be executed. The OCM will then process the contract as detailed below. Please note, the “Requesting Individual” and/or Department will continue being a part of the IHL approval process once the contract has been submitted to the intake portal.

A. Contracts Over \$2,000,000 and for the Sale/Purchase of Land

- i. Contracts over \$2,000,000 for the life of the contract require IHL Board approval.
- ii. Contracts for the sale of land – regardless of the sales price – require IHL Board approval.
- iii. Contracts for the purchase of land over \$100,000 require IHL Board approval.

- iv. Leases exceeding \$100,000 require IHL Board approval.⁸
- v. When submitting a contract requiring IHL Board approval, the “Requesting Individual” should submit the proposed contract to the Portal along with the following forms:
 - a. Contract Routing and Approval Form
 - b. The Contract
 - c. Any Supporting Documents, Exhibits, Addenda, etc.
- vi. The OCM will route the contract to the Office of General Counsel for legal review and will work with the Office of General Counsel to complete the contract negotiations.
- vii. The Senior Director of Business Operations (currently John Adrian) in the Office of the Vice Chancellor for Administration and Finance will work with the “Requesting Individual” to finalize the IHL Agenda Item, the IHL Certificate of Ownership and any other matters prior to submitting the materials to the Office of the Chancellor for review and approval.
- viii. The Chancellor’s Office will submit the final documentation to the IHL for approval.
- ix. Once the IHL approves the contract, the OCM will route the contract for any required UM approvals and obtain the signatures of all the parties of the contract.
- x. The OCM will send the fully executed copy of the contract to the IHL.
- xi. The OCM will also provide the “Requesting Individual” and/or Department a copy of the fully executed contract as detailed in Section 6(F) above.
- xii. The OCM will assign metadata to the contract and store the contract in UM’s contract database as detailed in Section 6(G) above.

B. Bookstore, Food Service or Athletic Concessions

- i. IHL Board approval is required for all bookstore, food service, or athletic concession contracts projected to generate aggregate total revenues of more than \$250,000 or if the term of such contract exceeds four years.

⁸ Leases equal to or less than \$100,000 can be approved by the IHL Commissioner

- ii. When submitting a contract requiring IHL Board approval, the “Requesting Individual” should submit the proposed contract to the Portal along with the following forms:
 - a. Contract Routing and Approval Form
 - b. The Contract
 - c. Any Supporting Documents, Exhibits, Addenda, etc.
- iii. The OCM will route the contract to the Office of General Counsel for legal review and will work with the Office of General Counsel to complete the contract negotiations.
- iv. The Senior Director of Business Operations (currently John Adrian) in the Office of the Vice Chancellor for Administration and Finance will work with the “Requesting Individual” to finalize the IHL Agenda Item, the IHL Certificate of Ownership and any other matters prior to submitting the materials to the Office of the Chancellor for review and approval.
- v. The Chancellor’s Office will submit the final documentation to the IHL for approval.
- vi. Once the IHL approves the contract, the OCM will route the contract for any required UM approvals and obtain the signatures of all the parties of the contract.
- vii. The OCM will send the fully executed copy of the contract to the IHL.
- viii. The OCM will also provide the “Requesting Individual” and/or Department a copy of the fully executed contract as detailed in Section 6(F) above.
- ix. The OCM will assign metadata to the contract and store the contract in UM’s contract database as detailed in Section 6(G) above.

C. Easements and Real Estate Leases

- i. All easements and leases of land, office space, or commodities require approval of the IHL Commissioner (up to \$100,000) or the IHL Board (over \$100,000).
- ii. Any department that anticipates entering a new lease or easement exceeding \$100,000 or renewing an existing lease or easement exceeding \$100,000 should endeavor to complete the request at least three (3) months in advance of the start date.

- iii. When submitting an easement or lease requiring IHL approval, the “Requesting Individual” should submit the proposed contract to the Portal along with the following forms:
 - a. Contract Routing and Approval Form
 - b. The Contract
 - c. Any Supporting Documents, Exhibits, Addenda, etc.
- iv. The OCM will route the contract to the Office of General Counsel for legal review and will work with the Office of General Counsel to complete the contract negotiations.
- v. The Senior Director of Business Operations (currently John Adrian) in the Office of the Vice Chancellor for Administration and Finance will work with the “Requesting Individual” to finalize the IHL Agenda Item, the IHL Certificate of Ownership and any other matters prior to submitting the materials to the Office of the Chancellor for review and approval.
- vi. The Chancellor’s Office will submit the final documentation to the IHL for approval.
- vii. Once the IHL approves the contract, the OCM will route the contract for any required UM approvals and obtain the signatures of all the parties of the contract.
- viii. The OCM will send the fully executed copy of the contract to the IHL if requested by the IHL.
- ix. The OCM will also provide the “Requesting Individual” and/or Department a copy of the fully executed contract as detailed in Section 6(F) above.
- x. The OCM will assign metadata to the contract and store the contract in UM’s contract database as detailed in Section 6(G) above.

10. Forms and Additional Documents

- CONTRACT ROUTING AND APPROVAL FORM
- APPROVAL FORM INSTRUCTIONS
- TIPS
- FAQs
- MANDATORY ADDENDUM