Contract Considerations/Checklist

This document is intended to provide departmental guidance in making preparations required for any contract request. The materials provided below contain a non-exhaustive general checklist of procedures to follow in order to effectively request a contract.

Questions about contracts? E-mail contracts@bfs.uscb.edu

1. **Supplier Quote or Proposal.** Obtain a quote or proposal from the supplier;

2. **Does the vendor absolutely require a signature?** Most of our vendors accept a purchase order in lieu of going through the contract process, which can be lengthy. If so, proceed to #4 below. If not, enter the order as a “non-catalog” requisition.

3. **Add the supplier into Gateway ASAP.** If you’re negotiating between 2 suppliers, such as a venue for a conference or even, ask us to add both suppliers while you’re deciding. That way, there isn’t a hold-up when you need to enter the Contract Request Form. We can always deactivate the supplier you didn’t select.

4. **Prepare a Gateway Contract Request Form.** The Gateway form will become a requisition similar to a purchase order, but will route automatically to Procurement for contract negotiation. Preparers should be sure to include any of the following documents as attachments, if applicable:

   a. Supplier’s **quote or proposal** (should always be attached);

   b. Completed **Form I: Request for Contract** (Note: If sending a vendor contract, the Form I: Request for Contract is NOT required);

   c. Federal funds over $9,999.99: **Form A: FEDERAL**

      i. Be sure to properly **establish price reasonableness** (see second from the bottom in link).

   d. Supplier’s **Statement of Work** (Note: Attach if you have one. Ensure that the language contained in the Statement of Work is clear and coherent. If it does not make sense to you, it will not make sense to the Contract Analyst preparing your contract. For example, if there are numbers, be sure they add up).

   e. If the total contract amount **exceeds $99,999.99**, the contract will probably need to be bid. Contact contracts@bfs.uscb.edu right away.

5. **Insurance Coverage.** Estimate what insurance coverage should be required. If unsure, contact Lee Mudrick at Risk Management.

   a. For the **very low risk services** (e.g., an individual coming to campus as a guest speaker, individual leading a low risk workshop, work completed remotely via computer or telephone) the department may request a **Waiver of UC Insurance Requirements** from Risk Management.

      i. In this case, the department agrees to pay any costs resulting from a liability claim.

      ii. To request a waiver, the department must complete a **Request for Waiver of UC Insurance Requirements Form**, have it signed by the Principal Investigator and the Department Chair, and email it to Risk Management (Lee Mudrick) for approval.

   b. For **low risk services**, the supplier would need to supply a certificate of insurance (“COI”) evidencing the minimum required coverage outline in the **Minimum Insurance Requirements**.

   c. For transactions involving **transportation services**, the Transportation Minimum Insurance Requirements can be found [here](#). Information from those requirements and the supplier’s quote or
proposal may be used to fill out a Request for Proof of Insurance from Contractor or Vendor Form. Upon completion, the department should email that form to Risk Management for review so they can determine if additional or different insurance coverage is required.

i. Please also see the following links for Bus, Aircraft and Vessel charter services insurance requirements, if applicable.

ii. Regardless of your assessment, be sure to check with Risk Management to determine the coverage required.

d. Once Risk Management makes its determination as to the type of insurance required, complete the Request for Proof of Insurance from Contractor or Vendor Form and send it to the supplier. Ask the supplier to email a COI that matches the requirements set forth in the Form. Be sure to identify for the supplier any special requirements such as:

i. If “additional insured” status is required with respect to the general and automobile liability policies; or

ii. That The Regents of the University of California should be identified as a Certificate Holder.

6. Double Check your Work. Upon obtaining and completing all of the required forms, attach them to the Gateway Contract Request Form.

a. Ensure the accuracy of the project, object and commodity codes.

b. Ensure that the version of the supplier’s contract being sent is the final version, or the version that the department has approved.

c. Ensure the accuracy of the contract “Start” and “End” dates

7. Submit the Form. The Requisition will route automatically through departmental approvals and then to Procurement Services where it will be assigned to an analyst.

a. Procurement analysts prepare contracts for the entire campus and, accordingly, must prioritize each contract in the order of receipt. Contract review and drafting often requires additional information, so, to avoid any unnecessary delays, be sure to respond to any information requests and Gateway comments as soon as is practicable.

b. Feel free to check the status of your contract by checking the comments tab on the Requisition.

c. LEAD TIME. Procurement Services generally requires at least two weeks’ lead time to draft, review and revise contracts. However, more complex contracts require at least 4-6 weeks’ lead time. Procurement Services respectfully requests departments be mindful of these lead times in conducting purchasing activities.

For additional details regarding contracts and procurement, please visit our FAQ page on the Procurement website, our Contracts website, or contact our contracts intake specialist at: contracts@bfs.ucsb.edu