

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.

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 suppliers, such as a venue for a conference or event, ask us to add the suppliers while you’re deciding. That streamlines the process when you need to enter the requisition. 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. Include:
 - a. Supplier’s **quote** or **proposal*** (should always be attached);
 - b. Supplier’s contract, if they gave you one;
 - c. If the Supplier did not give you one, but your Department or HR is requesting a contract – please attach a completed [Form I: Request for Contract](#);
 - d. Federal funds over \$10k on a federal contract, or over \$50k on a federal grant: be sure to attach a [UCSB Form A](#)
5. **Scope of Work.** If the scope of work does not make sense to you, it will not make sense to the Contract Analyst preparing your contract. Please work with your end user to provide a full scope of work. Check to ensure any dates are correct, and if there are prices/numbers, be sure they add up.
6. **Over \$99,999.99 annually?** The contract may need to be bid. Contact contracts@bfs.uscb.edu right away.
7. **Check the details.**
 - a. Ensure the accuracy of the account string project, object and commodity codes.
 - b. Ensure that the version of the supplier’s contract being sent is the **final** version, and the version that the department has approved.
 - c. Ensure the accuracy of the contract “Start” and “End” dates on the Contract Request Form, and in the contract itself.

8. **After you submit.**

- a. The Requisition will route automatically through departmental approvals and then to Procurement Services where it will be assigned to an analyst.
- b. **LEAD TIME.** Procurement Services generally requires at least two weeks' lead time to draft, review and revise contracts. However, more complex contracts can take 4-6 weeks, or even longer depending on how the negotiation goes with the supplier.
- c. 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 practicable.
- d. You can check the status of your contract by looking at the comments tab on the Requisition.
- e. If your Contracts Analyst sends a Gateway comment or an email with questions about the services or provides information about the contract, **do NOT forward (including copy and paste) these comments or emails to the supplier.** Procurement negotiates on the department's behalf to assure that terms and conditions comply with federal and state law, and UC Policy. While it may seem convenient to forward these communications, doing so could be perilous to Procurement's ability to negotiate. Forwarding internal communications may disclose sensitive, confidential or attorney/client privileged information impairing UC's leverage with a supplier. When certain supplier's terms do not comply with UC Policy, the department must assume the risk of loss in connection with those terms.

For additional details regarding contracts and procurement, please visit or [FAQ](#) page on the Procurement website, our [Contracts website](#).

Questions? E-mail contracts@bfs.ucsb.edu