

All Contracts between the University and a Third Party Supplier or a Service Provider must be approved by the Office of the Vice President for Business Affairs and the Office of General Counsel **BEFORE** the start of work or the delivery of services and goods.

A Contract is an Agreement made between Long Island University and a Third Party to provide a pre-defined set of Services or goods for a set price. Please refer to Policy P1010 at <http://www.liu.edu/About-LIU/Administrative-Departments/Procurement/Contracts> to determine when a Contract is required.

Effective from January 19, 2018; Procurement and Sourcing will require that all Contracts be processed using the following Steps (1, 2, 3 and 4).

PLEASE CONTACT PROCUREMENT AT: procurement@liu.edu with additional questions or for guidance.

1. Determine the type of Contract you are working on

- Performances for Kumble Theater and Tilles Center.(Contract C1)
- Capital Projects, Construction, A&E for Facilities at Brooklyn and Post Campuses. (Contract C2)
- Agreements for Turnkey Services involving Goods, Delivery, Installation and Warranty.(Contract C3)
- Student Activities, Hospitality and Special Events.(Contract C4)
- Agreements for IT related services including IP, Software, Licenses and Web Development.(Contract C5)
- Agreements with all Consultants.(Contract C6)
- Agreements for Marketing and Public Relations services.(Contract C7)

LIU CONTRACT CATEGORY MATRIX

CONTRACT TYPE	
CLASSIFICATION	C1 Performances for Kumble Theater and Tilles Center (For example C1 Kumble & C1 Tilles)
	C2 Capital Projects, Construction, A&E for Facilities at Brooklyn Campus and Post Campus (For Example C2 Brooklyn & C2 Post)
	C3 Agreements for Turnkey Services involving Goods, Delivery, Installation and Warranty
	C4 Student Activities, Hospitality and Special Events
	C5 Agreements for IT related services including IP, Software, Licenses and Web Development
	C6 Agreements with all Consultants.
	C7 Agreements for Marketing and Public Relations Services

2. Enter a FIXED COST E-Procurement Requisition for the Contract

- a) If you have not yet used E-Procurement, PLEASE CONTACT PROCUREMENT AT: procurement@liu.edu for guidance.
- b) Use the guide located at <http://liu.edu/procurement> for instructions on entering Fixed Cost requisitions for Contracts.
- c) Enter the Contract Category (Contract C1, C2 etc.) in the “Requisition Name” field in E-Procurement
- d) After clicking on “Save and Submit”, note the Requisition Number and write it in the space provided on Page 1 of the CAP form.

- e) Any pending requisition will be approved only after the Contract is approved and signed. Do NOT upload the CAP form or any other documentation to the Fixed Cost Requisition that will be generated for a Contract- this will be done by the Procurement Office at a later step.
- f) Always keep a reference copy of the Signed CAP form and all attachments before sending paperwork to the Office of General Counsel.

3. **Complete the Contract Checklist Approval (CAP) Form F1021 (Rev. 12/2017)**
(<http://www.liu.edu/About-LIU/Administrative-Departments/Procurement/Forms>)

- g) Always use the University Pre-Approved Contracts as the primary document. These are available at <http://liu.edu/procurement>. If a vendor requires the use of their own Contract, it must also be reviewed by the Office of General Counsel with the CAP form attached to it.
- h) Complete the CAP form Checklist.
- i) Obtain the required applicable Certificates of Insurance naming the University as Additional Insured - Certificates must be current.
- j) Provide a clear Scope of Services i.e. what is the University getting, when is it expected, how long will the work take and is there any option to Renew or Amend the Scope of Services in the future.
- k) Provide an accurate payment schedule i.e. How much is the University paying; how frequently and what will the payment structure be e.g. as increments, with multipliers or to include any withholding.
- l) All required goods, services and guarantees associated with the Scope of Services must be included with the CAP Form (**Do not negotiate legal or material Terms and Conditions on your own**).
- m) Each CAP form shall be signed by the person whom will have full responsibility for the Contract. A Dean/Director or Vice President must also sign the CAP form.
- n) If the Agreement is within the IT or Web category (**Contract C5**), the Chief Information Officer must also approve the CAP Form.

4. **Send the SIGNED CAP FORM with ALL Attachments to the Office of General Counsel**

Please Note-

- i. **Do not attach the CAP Form to the Electronic Requisition.**
 - ii. **You must enter the Requisition Number on the CAP Form.**
 - iii. **The Original CAP Form, the back- up and the Contract must be sent to the Office of General Counsel.**
- o) The Office of General Counsel will review the CAP form and all back up
- Additional information may be required during review.
 - Additional negotiations may occur during review.
 - All contracts are reviewed to ensure that they are in the best interests of the University; therefore a proposed contract may be cancelled and returned. In these instances the pending requisition shall be voided.
 - Always allow adequate time for a full legal negotiations and review.

PROCUREMENT WILL ONLY ISSUE A PURCHASE ORDER (PO) NUMBER AFTER:

- THE CONTRACT IS FULLY APPROVED BY BUSINESS AFFAIRS AND GENERAL COUNSEL.
- THE ENTIRE CONTRACT PACKAGE IS RECEIVED IN PROCUREMENT.

A PO WITH THE EXECUTED CONTRACT WILL THEN BE SENT DIRECTLY TO THE VENDOR TO BEGIN CONTRACTED WORK.

STARTING AN AGREEMENT WITHOUT THE REQUIRED PRIOR APPROVAL HERE IS A VIOLATION OF UNIVERSITY POLICY; PLEASE CONTACT PROCUREMENT WITH QUESTIONS.