

Contract Request Form



Contract Request Form

Complete the Contract Request Form to submit an unsigned contract that needs to be negotiated and signed by the correct authorized signatories of Boston University. These forms are routed to Sourcing & Procurement.

Contract Request Form New Cancel Save Submit

Please use this form to submit a contract to be reviewed and negotiated by Sourcing and Procurement. Note, all contract requests require a minimum of 2 weeks for negotiation and is dependent on the responsiveness of the supplier.
Enter the supplier name as the title below.

Title *

Requester Name **Erika Lonardo**

Requester Email **elonardo@bu.edu**

Contract Description *

Commodity code *

Supplier (Please search and select if in list)

Were you able to find the Supplier in the list above? Yes No

Contract Amount *

Desired Contract Execution Date

Please select the Cost Center, Internal Order or WBS Elements that this contract will be primarily funded by. This Contract requires

Account category to be charged * Cost Center Internal Order WBS Element

For Contract Requests and per Uniform Guidance, all federal grant orders \geq \$10,000 must include competitive bid documentation, a quote, contract and/or a description of services. If nothing is available, please upload a blank document.

BOSTON UNIVERSITY Guided Buying

Find goods and services

Shop Your favorites Your requests Your approvals

- Custom form**
Contract Request Form
All
Do you need a contract facilitated WITH or WITHOUT a supplier registration?
- Custom form**
Supplier Request Form
All
Do you need a supplier registered WITHOUT a contract facilitated?
- Custom form**
Sourcing Request Form
All
Do you need assistance with soliciting proposals or competitive bids from qualified suppliers?

Request a non-catalog item +
Request on behalf of
Buy with a team

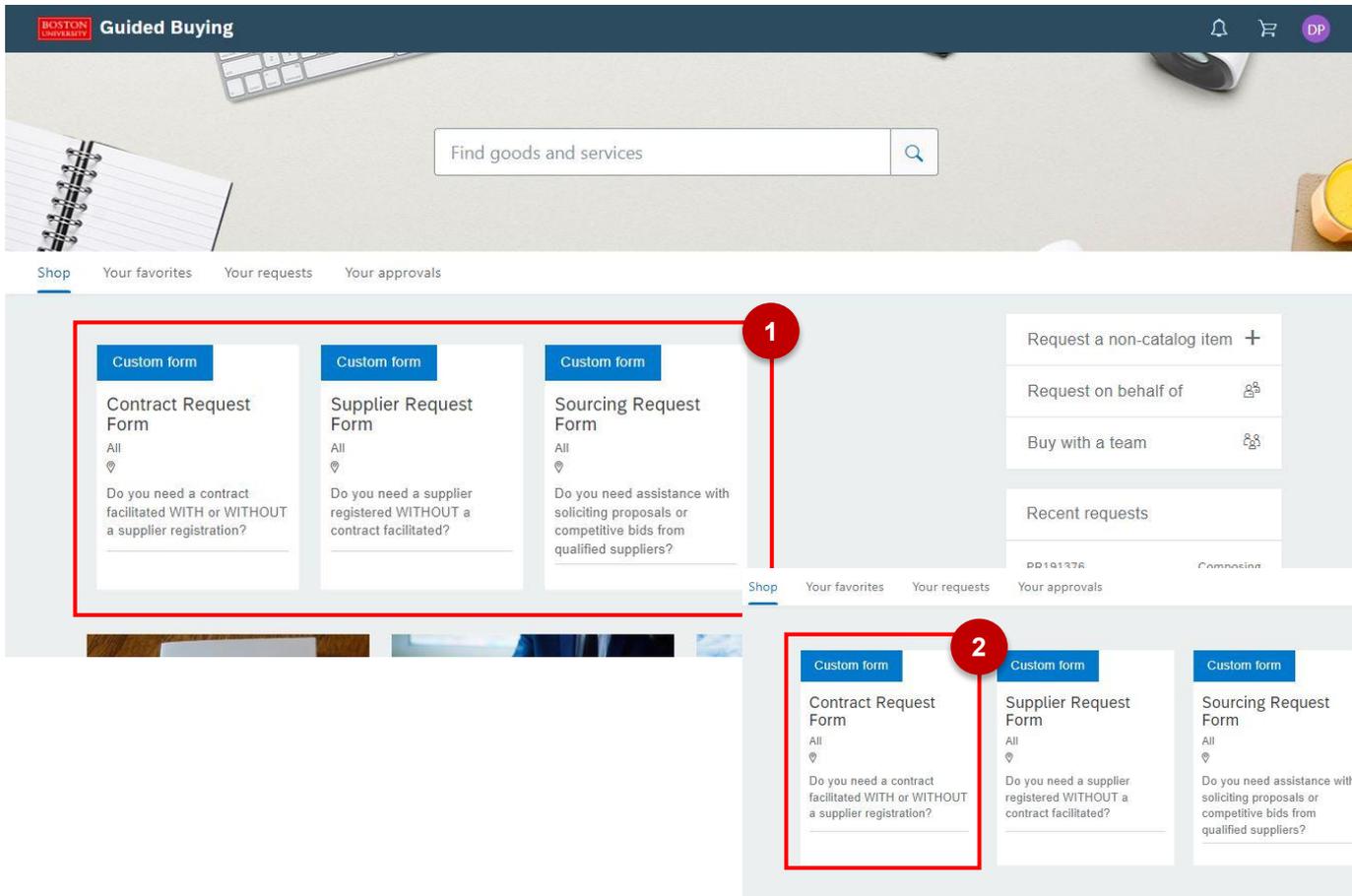
Recent requests

PR191376 Composing
\$0.00 USD
Requested 0 days ago



Contract Request Form

Contracts for negotiation and signature should be routed to Sourcing & Procurement by submitting a Contract Request Form.



- 1 Locate the **Request Form** tiles on the **Guided BU**ying homepage.
- 2 Select **Contract Request Form**

Contract Request Form

Complete the Contract Request Form. Required fields are indicated with a red asterisk. Your name and email address will populate the request. Please allow a **minimum of 2 weeks** for negotiation with the supplier and General Counsel.

Special Instructions:

- 3 Title and Contract Description:** Enter the supplier's name as the **Title** for the request and provide detailed information on the engagement.
- 4 Commodity Code:** Type a keyword in the field next to **Commodity Code** and select the most relevant code.
- 5 Supplier:** Click the field next to **Supplier** to search for and select the supplier.

Contract Request Form New Cancel Save Submit

Please use this form to submit a contract to be reviewed and negotiated by Sourcing and Procurement. Note, all contract requests require a minimum of 2 weeks for negotiation and is dependent on the responsiveness of the supplier.
Enter the supplier name as the title below.
NOTE: COMMENTS WILL NOT SEND EMAILS. EMAILS ARE SENT ON APPROVAL OR DENIAL ONLY. PLEASE CHECK BACK TO SEE COMMENTS.

Title * 3
Vont LLC

Requester Name Erika Lonardo

Requester Email ipoole@bu.edu

Requester Phone Number * 617-353-2370

Contract Description *
Our department is engaging Vont to help us edit documents. The dates of engagement are 5/20/21 - 9/16/21.

Commodity code * 4
Please select
consulting
(None)
SERVICES-CONSULTING

5 Supplier (Please search and select if in list)

Vont LLC (0010000515)

Vont LLC (0010000515)

Name
Vont LLC

ID
0010000515

[More info...](#)



Contract Request Form

Provide as much detail as possible in the Contract Request Form. If you cannot find the supplier in step 5, select no and provide the name and contact information of the supplier.

The screenshot shows a web form for a Contract Request. It is annotated with red circles and lines numbered 6 through 10. Annotation 6 points to the 'Supplier' dropdown menu which is set to 'Vont LLC'. Annotation 7 points to the 'Supplier Contact Name' and 'Supplier Contact Email' text input fields. Annotation 8 points to the 'Contract Amount' (150,000) and 'Desired Contract Execution Date' (03/23/2021) fields. Annotation 9 points to the 'Account category to be charged' section, where 'Cost Center' is selected and '1519980001' is entered. Annotation 10 points to the 'Upload file' button and the attached document 'Vont Consulting Propo...'. The form also includes a section for 'Were you able to find the Supplier in the list above?' with 'Yes' selected, and a note at the bottom regarding documentation requirements for federal grant orders.

Special Instructions:

- 6 Note if you found the supplier in step 5. If not, select **No** and enter new supplier details.
- 7 Provide supplier contact details.
- 8 Enter the **Contract Amount** and select the **Desired Contract Execution Date**.
- 9 **Accounting:** Select the **Account Category** and **Cost Object**.
- 10 Upload supporting documentation (e.g., unsigned contract, quote, description of services).



Contract Request Form

Finish the required fields and click **Submit**. Status of submitted forms can be found by navigating to the **Guided BUYing** homepage and clicking **Your Requests**. Open the form to view any comments added.

11

Approval

Changes to the form may affect the approval process. Click the refresh icon to see the most current process.

12

Cancel Save **Submit**

Your form 'CR19 - Contract Request Form' has been submitted!

Proceed

Special Instructions:

- 11 View the approval workflow.
- 12 Click **Submit** and view confirmation.

Next Steps:

The Contract Request Form is sent to Sourcing & Procurement.

After the contract is negotiated and signed you will be instructed to submit a PR.



Note: Converse with Sourcing & Procurement using the comment section of the form. Comments do not generate emails. Please check back to see comments.

Processing Contracts



What's in a Contract?



The contract defines the engagement, transaction, or relationship between two or more parties. If it is not in the contract, it may not be enforceable.*

Terms to Consider in a Contract ±

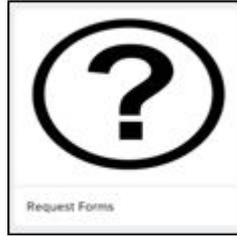
Contract Requirements:

- Price (e.g., promised discounts)
- Payment terms (e.g., paying only if product/service functions as promised)
- Data Protection (e.g., Data Security, HIPAA, FERPA)
- Risk mitigation if something goes wrong (e.g., Indemnification, Liability, Warranties, Insurance)
- Contract timeframe and termination (e.g., termination conditions)
- Assignment of responsibilities



* Trustees of Boston University and delegates are the only individuals authorized to sign contracts on the University's behalf.
 ± This example is intended to demonstrate considerations in the contracting process only, and does not fully reflect all contract considerations or Boston University's policies or processes.

Contract Request Process



Requisitioners should submit the Contract Request Form in **Guided BUYing**. Please engage Sourcing & Procurement as early as possible—ideally, as early as the planning stages—as the process takes some time and is largely dependent on the suppliers' responsiveness. Expectations should be set at a minimum of two weeks.

Process to Route a Contract



Criteria for Submitting the Contract Request Form

Please use the grid below as a guide for when to submit the Contract Request Form.

Note: The list below includes some of the special risks that may require Sourcing & Procurement review. If you are unsure, please submit the Contract Request Form.



Criteria	Submit Contract Request Form
Long-Term Engagement of Services with Supplier	✓
Engaging a new Supplier for Services	✓
Fabrication of Materials or Development of Software	✓
Supplier Provides Their Own Agreement*	✓
Student Information	✓
Teaching	✓
HIPAA Covered Entity	✓
Involves Minors	✓
Speaker or Performer	✓
Student Travel	✓
Legal Counsel and Auditors	✓
Design (architect or engineer) and Construction	✓

Contracting Process

Identify Need, Budget, Deliverables, Supplier	Submit Contract Request Form	Negotiate and Execute Contract	Implement and Store in Contract Database
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Typical Timing: 2-6 Weeks

Key Activities

Document Initial Scope

- Project summary
- Deliverables
- Time-frame
- Budget (**never share with suppliers**)
- Project owners

Identify Suppliers: *

- Existing suppliers
- Formal bid
- New suppliers
- Compare pricing

Select Supplier:

- Determine supplier
- Engage supplier for availability

Submit the Contract Request Form:

- Complete form providing as much detail as possible and attach unsigned contracts \pm .

Author Contract:

- Review Contract Request Form
- Determine best contracting method (i.e., Agreement Type)
- Clarify questions with department
- Author contract

Negotiate Terms & Conditions:

- Send contract to supplier
- Negotiate changes revisions
- Coordinate with contract specialist

Execute Agreement:

- Prepare contract for execution
- Contract signed by authorized BU signatory
- Send copy of executed contract to supplier and requisitioner

Implement and Store:

- Approve form and send signed contract to requisitioner.
- Requisitioner create PR and attach signed contract.
- Upload contract in Sourcing & Procurement contract database

* Sourcing & Procurement Supplier Discovery services available

Deliverables

- | | | | | |
|-------------------------------|-------------------------------|-------------------------|---------------------|------------------------|
| • Description of Deliverables | • Selected 'Awarded' Supplier | • Contract Request Form | • Executed Contract | • Purchase Requisition |
| • Approved Budget | | | | |

\pm Trustees of Boston University and delegates are the only individuals authorized to sign contracts on the University's behalf.

