

Contract Processing Training Operations and Maintenance

Campus Services I Finance and Business Operations

July 14, 2017



EMORY
UNIVERSITY

Agenda

- Introductions
- Review Contract Administration processes
- Scope Sheet – Charge Account vs Credit Account
- Summary / Questions



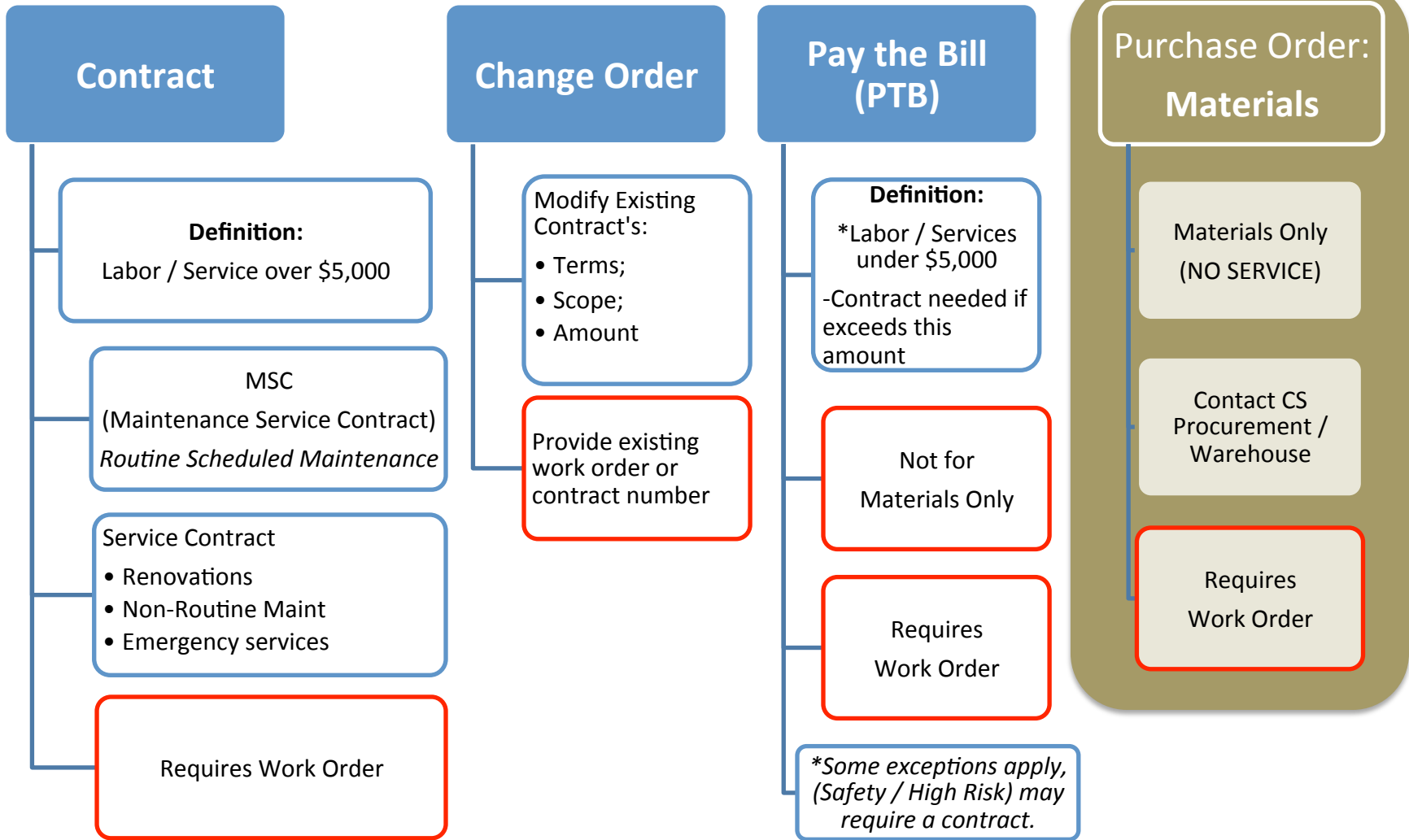
What does “Contracts” do?

Our purpose is to provide value to our internal and external customers and relieve administrative burdens

- Analyzes requests and provides guidance for adherence to Emory Policies and Processes.
 - *No work before insurance certificate is obtained.*
 - *No work over \$5,000 before a contract is fully executed.*
 - *Requires bids if cost is anticipated to exceed \$25,000.*
- Creates & reviews contracts for accuracy. Ensures procurement policies are enforced, supplier information and insurance certificate information are received.
- Processes payments for labor and services procured by Campus Services.



Document Types



Contract Types

- Short Form Construction Agreement
 - Maintenance
 - Repair
 - Construction
- Short Form Consultant Agreement
 - Architectural or Engineering design
 - Consulting services
- Maintenance Service Agreement
 - Reoccurring maintenance on buildings and equipment



Before Procuring Services

- **Confirm Vendor is a Current Supplier**
 - **Must be a current vendor with Central Procurement**
 - Vendors can not be paid until approved by Emory's Central Procurement.
 - Vendor must submit "new supplier" forms.
 - Approval of new vendor may take 10-15 working days
 - <http://www.finance.emory.edu/>. Procure to Pay / Forms
- **Certificate of Insurance**
 - Current Certificate of Insurance on file
 - Check Status **prior to starting work**
 - S:\Contracts-Admin\Certificates Of Insurance.xls



Vendor Selection

Bidding / Request For Proposal

Requestor

- Obtain 3 or more bids for services > \$25,000.
- Develop Scope of Work.
- Provide vendors copy of blank contract.
- Receive bids and perform bid analysis
- Select contractor.
- Prepare exception letter if low bidder is not awarded the project.



Bidding / RFP

Maintenance Service Contracts

CS
Contracts

- Collaborate with Zone Manager for Technical Specifications.
- Provide the MSC Terms & Conditions.
- May also receive bids.
- Initiate Contract discussions.

Contracts – Requestor

Requestor

- New Vendor?
- Insurance up to date?
- Contact WMC for a Work Order with Contract Phase

- Forward to csfinance@emory.edu the following:
 - Work order number with contract phase
 - Start Date/End date, brief scope, amount
 - Proposal and scope
 - 3 bids >\$25,000 or Sole Source
 - Review contract prior to vendor signature
 - *Written explanation if outside of Contract Policies.*
 - Obtain Emory internal signatures.
 - **DO NOT CLOSE CONTRACT PHASE IN AIM**



Contract

Contracts Administration

CS
Contracts

- Submit new vendor forms to Central Procurement;
- Update Certificate of Insurance Spreadsheet;
- Create contract;
- Obtain vendor signature;
- Prepare Cover Sheet (CAF);
- Compile contract and backup;
- Provide executed copy to vendor;
- Input into AiM Service Contract module;



Change Orders

Requestor

- Provide Work Order Number or Contract #
- Provide Change Order amounts, contract extension, scope modification info
- Provide proposal from vendor / explanation for change
- Obtain Emory internal signatures

CS Contracts

- Create Change Order
- Compile Change Order and backup
- Send to Vendor for Signature
- Prepare Cover Sheet (CAF)
- Provide executed copy to vendor
- Input into AiM



Signature Authority

- Under \$100,000 All AVPs
- \$100,000 - \$250,000 (\$1M Capital Projects) Matt Early
- *Executive Vice President of Finance and Administration, after review by Emory's General Council's office:*
 - ❖ All documents over \$1,000,000

Material Only purchases have a different signature authority. Emory Express is configured for Campus Services approval requirements.



Pay the Bill

Labor and materials less than \$5,000

Requestor

- New Vendor?
- Certificate of Insurance spreadsheet current?
- Contract WMC for PTB work order phase.
- **Provide work order number to vendor.**
- Review invoice for accuracy.
- Approve in Emory Express.
- **DO NOT CLOSE PTB PHASE IN AIM**

Vendor

- Vendor sends invoice to: cspaymentprocessing@emory.edu
- **Work Order must be on invoice**

CS Contracts

- Processes invoice in Emory Express
- “Labor complete” phase in AiM.
- *(Work order phase should close after 15 days)*



Contract Invoicing

Requestor

- Executed contract must be in place.
- Ensure work has been completed per contract.
- Is there enough money on the contract to pay invoice?
- Review invoice for accuracy.
- Approve in Emory Express.

Vendor

- Vendor sends invoice to:
cspaymentprocessing@emory.edu
- **Contract # or work order # must be on invoice**

CS Contracts

- Review contract balance for ability to process invoice.
- Process invoice in Emory Express.
- Enter invoice in AiM.
- Close contract phase in AiM if contract paid in full.

Contracts Contact Information:

- Campus Services and Emory Customers -
csfinance@emory.edu
Questions, contract requests, Certificate of Insurance, New supplier forms.
- Vendor/Supplier Invoices -
cspaymentprocessing@emory.edu
Must include contract number or work order number/phase
- COMING SOON: cscontract@emory.edu
Anticipated for contract requests and COI, etc.



SCOPE SHEET

Charge Account versus Credit Account



CS Employee Portal

EMORY



Request
Leave



[REQUEST LEAVE ▶](#)

Manager
Resources



[RESOURCES FOR MANAGERS ▶](#)

Training &
Events Calendar



[ACCESS OUR CALENDAR ▶](#)

My
Paycheck



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