Contract Processing Training
Operations and Maintenance

Campus Services I
Finance and Business Operations

July 14, 2017
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.
**Contract**

**Definition:**
Labor / Service over $5,000

- MSC (Maintenance Service Contract)
  *Routine Scheduled Maintenance*
- Service Contract
  - Renovations
  - Non-Routine Maint
  - Emergency services
- Requires Work Order

**Change Order**

**Definition:**
Modify Existing Contract's:
- Terms;
- Scope;
- Amount

- Provide existing work order or contract number

**Pay the Bill (PTB)**

**Definition:**
*Labor / Services under $5,000*

- Contract needed if exceeds this amount

- Not for Materials Only
- Requires Work Order
- Requires Work Order

*Some exceptions apply, (Safety / High Risk) may require a contract.*
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

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

- 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
Contracts How To...

Find Contract Training Resources here!

- FM ZONES AND SHOPS
- ENERGY & UTILITIES
- EXTERIOR SERVICES
- PLANNING, DESIGN, & CONSTRUCTION
- ADMINISTRATIVE UNITS