Contract Processing Training
Energy & Utilities

Campus Services | Finance and Business Operations

July 24, 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 Service & Maintenance*

Service Contract
• Renovations
• Non-Routine Maint
• Emergency services

Requires Work Order

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**Change Order**

**Definition:**
Modify Existing Contract’s:
• Terms
• Scope
• Amount

Provide existing work order or contract number

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**Pay the Bill (PTB)**

**Definition:**
*Labor / Services under $5,000*
Contract needed if exceeds this amount

Not for Materials Only

Requires Work Order

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

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**Purchase Order: Materials**

Materials Only (NO SERVICE)

Contact CS Procurement / Warehouse

Requires Work Order
Contract Types

• Short Form Construction Agreement
  • Maintenance
  • Repair
  • Construction

• Short Form Consultant Agreement
  • Architectural or Engineering design
  • Consulting services

• Maintenance Service Agreement
  • Reoccurring service & 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/](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

- 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

**Requestor**
- Determines the maintenance service need;
- the level of service required.
- Provides technical knowledge for the MSC.
- Sends out and receives bids.

**CS Contracts**
- Collaborates with Requestor for Technical Specifications.
- Provides the MSC Terms & Conditions.
- May also receive bids.
- Initiates 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.
MSC Contract Invoicing

Vendor

• Vendor sends invoice to: cspaymentprocessing@emory.edu
  • MSC Contract # must be on invoice

Requestor

• Executed contract must be in place.
• Ensure work has been completed per contract terms.
• Review invoice for accuracy and payment approval via email.

CS Contracts

• Review contract balance for ability to process invoice.
• Ensure services are per contract terms.
• Process invoice in Emory Express. No dept. approval in EE.
• Enter invoice in AiM (charged via end of the mth billing)
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 <a href="https://www.emory.edu/contracts/training.html">here</a>!

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