Contract Processing Training
Exterior Services

Campus Services |
Finance and Business Operations

July 17, 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

**Purchase Order: Materials**

- Materials Only (NO SERVICE)
- Contact CS Procurement / Warehouse
- 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/](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.

Requestor
Bidding / RFP

Maintenance Service Contracts

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

CS Contracts
- Collaborate with Requestor 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

7/17/17
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.

**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.
Charge Account versus Credit Account
Contracts How To...

Find Contract Training Resources here!

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