
Definitions

Contract Types for Labor and Materials:
- Service Contract for Maintenance
- Time and Material (T&M) for Maintenance
- Professional Services – Consultant or Architect/Engineer
- Maintenance Service Contract – Campus Wide routine maintenance across most University properties. *MSCs are charged to standing property work orders. No new work order required. Funding must be approved in advance and included in the CS Maintenance Service Budget.

Pay the Bill (PTB) for Labor and Materials:
- Service performed under $5,000 that are not part of an existing contract. Typically one-time service.
- Service performed over $5,000 without a contract – Requires contract exception letter.

Materials Only:
- CS Contracts Administration (CS Contracts Admin) does not manage the procurement of material orders. Contact the Warehouse/Procurement for additional information.

Prerequisites and Important information

New Suppliers: New Suppliers must complete a Supplier Information Form and provide a Certificate of Insurance. CS Contracts can help obtain these forms. Email csfinance@emory.edu with the supplier name and contract information.

Insurance: All vendors must comply with Emory’s insurance requirements, contained within each contract type. CS Finance maintains COIs in the Contractor module of AiM. CS Finance will confirm a current certificate is on file, or the requestor can review this information in AiM prior to contacting supplier. If COI is out of date, Requestor must work with Vendor or CS Finance to receive a updated insurance documents before work can begin.

Funding Approved: Before contract execution, Requestor must have funding approval or appropriate speedtype to give Work Management.

Competitive Bids: Services over $25,000 must be competitively bid. Sole Source selection applies if only one known source exists for supplies or services as determined by documented research; no other reasonable alternative source exists that meets the requirements; only one source meets the business needs of the agency (e.g., compatibility, unique feature to meet business need, etc.)

Sourcing: Bidding / Request for Proposal / Quotes
- Contracts over $25,000 must be competitively bid per Emory Procurement policy. For Contracts over $5,000, competitive bids are not required; however, they may be desired to ensure appropriate pricing and supplier qualifications. Sole Source for contracts over $25,000 should be minimized and
used primarily for existing proprietary systems. Exceptions to this may be accepted with prior approval.

- RFP schedule should include ample time for RFP development, supplier proposal development, site visits (as needed), response to questions, Emory's proposal review, selection, negotiations, award, and contract development.

- CS Finance can provide some assistance in development of Request for Proposals. Gather detailed information regarding full scope of services, technical specifications, cost/budget details, bidder qualification criteria, etc. Email csfinance@emory.edu with a RFP request. If help can be provided, you will receive a questionnaire for completion.

- If the department obtains proposals directly, include a sample contract to the suppliers and ensure the all bidders agree to sign contract without modification. If Emory General Counsel review is required after Award and contract development, contract execution will be delayed.

### Contract Creation or PTB Phase Requests

#### Step 1  Request a Work Order from Work Management:

- Call 7-7463, email cscsc@emory.edu, or https://webfm.fmd.emory.edu/fmit/workRequest/Default.aspx.

  Provide the following:
  - Customer Name or Shop contact name and phone number;
  - Building Name
  - Brief description of work. **If a T&M contract exists, include existing Contract number**
  - Shop (Ownership department)
  - Work Code:
    - *Contract for work over $5,000 OR*  
    - *PTB for Supplier invoices under $5,000 or over without contract*;
  - Supplier name
  - Provide Billing Information: Rechargeable? Include SmartKey/SpeedType. Non-Billable? Will be charged to shop or building.
  - **REVIEW THE WORK ORDER SCOPE SHEET** - Scope sheet link arrives via email. Ensure Charge Account is accurate for billing. If it is incorrect, contact Work Management for correction.

#### Step 2 Request Service Contracts or Change Orders. Email csfinance@emory.edu and provide the information based on document type.

**New Service Contract:**

- Work Order number and Phase
- Project Start and Completion date
- Proposal
- Scope of work (if not clear in the proposal)
- Contract Amount (specify NTE or Lump Sum)
- Reimbursable Expenses for Professional Services
- Contact name and email of Supplier
- Include Competitive Bids or sole source letter
New Time and Material Contracts

- Provide information exactly as above in "New Service Contract", except one single work order is not required in advance.
- It is your responsibility to obtain a new work order with Contract phase from Work Management for each task/project on contract, per instructions in Step 1. It is also your responsibility to communicate that work order number AND T&M contract number to the supplier for invoice submission.
- Contracts shared between shops: Coordinate with all contract Owners to ensure contract value is not exceeded prior to awarding work to the supplier.

Change Orders to existing contracts:

- Change orders do NOT require a new work order.
- Contract Number and/or existing Work Order Number
- Details of the requested change
- Contract extension date if applicable
- Amount of Change Order
- Proposal

Pay the Bill Requests:

- Provide SUPPLIER the work order number and phase number.
- Supplier emails invoice to cspaymentprocessing@emory.edu
- Work Order MUST be included on the invoice.
- All work over $5,000 requires a contract. In the case of Emergency work, write a contract exception letter explaining why work was started without a contract, and obtain approval from AVP for Facilities Management.
- Provide Exception Letter and invoice to CS Contracts

Maintenance Service Contracts (contract numbers begin with MS###)

- "MSC" uses standing work orders. No new work order needed.
- Work with the Sr. Director of Finance for discussions to add routine campus wide services to the Maintenance Service Budget
- A building list with locations is required.
- RFP and contract development processes can be discussed in detail with CS Finance.
- Be prepared to provide detailed information for RFP and Technical Specifications development.

Step 3 – Contract / Change Order Creation

1 Contract Creation: After Requestor provides information under Steps 1 and 2, CS Contracts Admin prepares the contract and all applicable exhibits. CS Contracts communicates with the Requestor throughout the process to obtain additional information and clarification. The completed draft contract is reviewed and approved by Requestor before submission to supplier.

2 Obtaining Supplier Signatures: CS Contracts forwards the contract package to the Supplier for signature. Electronic signatures are permissible.

Supplier signs the contract and emails it back to csfinance@emory.edu. New Suppliers must also provide the Supplier Information Forms and COI to csfinance@emory.edu.
If supplier requests contract language modification, Contracts Administration will engage Emory General Counsel. Change requests are rarely approved and must be thoroughly explained and negotiated with supplier. This will delay contract execution.

3 **Obtaining Emory Signatures:** CS Contracts forwards documents to be signed to Requestor. Requestor will follow department’s internal process for signatures based on dollar value. *(Exception: Oxford Contract may require Oxford’s signature on Contract Action Form prior to Campus Service signature routing).* Return executed contract to CS Contracts for processing.

4 **Final processing:** CS Contracts reviews contract packet for complete signatures. When complete, cover sheets, contract documents, bids, and attachments are scanned and uploaded to AiM. Contract number is assigned. CS Contracts emails executed contract to Requestor and Supplier, noting contract number and/or work order number for inclusion on future invoices.