Contract Processing - *Non-Capital Contracts*

- **This procedure is only for contract documents where the total project budget is under $100,000.**
- **Procedure is for procuring services.** Material only procurement: Enter PO in Emory Express according to material procurement procedures.
- The term Requestor = Project Manager / Program Manager / Planner / Designer
- For Hyperlinks: hold Ctrl + Click link

Prerequisite information before procuring services:

Emory University Procurement Policies must be fulfilled. This document is supplemental instructions to fulfilling those requirements. Read GUIDELINES FOR PURCHASE OF OUTSIDE SERVICES for more information.

New consultants / contractors:
New vendors must complete a Supplier Information Form and EU ACH Authorization form, downloadable from the Emory Finance Procure & Pay Forms location (LGT location). You may elect to download and forward the form to the supplier, or contact csfinance@emory.edu. Provide supplier name and email address. If supplier completes the form, send it to csfinance@emory.edu for supplier setup.

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, and 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 If COI is out of date, Requestor must work with Vendor or CS Finance to receive a updated insurance documents before work can begin.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:
Prior to contract execution, Requestor must have project funding approval via a signed PAF, MRR or URR letter.

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.)

<continued>

Step 1a **Estimate under $5,000?** No contract required. Requestor must contact Work Management for a Pay-the-Bill phase (PTB). Include Supplier name, description of work, Requester name, and SmartKey/SpeedType. **Provide work order to supplier.** ***Scope Sheet is not required but*** check to ensure charge account is the correct customer SpeedType. Once work is performed, supplier submits invoice to cspaymentprocessing@emory.edu. ***Invoice must include work order number.***

Step 1b **Service and Materials over $5,000?** Requestor must contact Work Management for a "Contract" phase in AiM. Include Supplier name, description of work, Requester name, and SmartKey/SpeedType. An email is sent to the Requester containing a link to the scope sheet. Keep scope sheet for contract execution. Ensure charge account is the correct customer SpeedType.

Step 2 **REQUEST A CONTRACT DOCUMENT.** Requestor forwards the following information to csfinance@emory.edu for contracts and contract modifications.

Contracts	Service Change Authorization / Change Orders*
Work Order number and Phase (or Contract number if known)	Work Order number and Phase (or Contract number if known)
Project Start and Completion date	Proposal
Proposal, drawings, etc.	Scope (if not included in proposal)
Scope (if not included in proposal)	SCA / CO *(note 1)* change amount
Contract Amount (specify NTE or Lump Sum)	Contract Extension Date ?
Reimbursable Expenses for Professional Services	Contact information for Supplier
Contact information for Supplier	

Note1: Construction Change Orders

Original GC and CM contracts over $25K require Notice of Change and Change Order Request forms as backup for additive and deductive changes. CORs should be signed based on Campus Services signature authority. NOCs and CORs will not be required for Change Orders closing out remaining funds on a contract. Review the Change Order procedure for more information.

Contract Creation:

Step 3 CS Finance prepares contract with proposal and all applicable exhibits (per the contract exhibit matrix (LGT location). CS Finance communicates with the Requester throughout the creation process to obtain additional information and clarification. Completed contract is reviewed and approved by Requester.

Obtaining Supplier Signatures:

Step 4 CS Finance forwards the contract package to Supplier for signature. Electronic signatures are permissible.

Step 5 Supplier signs the contract and emails it back to csfinance@emory.edu. New Suppliers must also provide the Supplier Information and COI forms to csfinance@emory.edu if not previously provided.

Obtaining Emory Signatures:

Step 6 CS Finance forwards documents to be signed to Requestor. Requestor is responsible for completing and providing Scope Sheet *(Scope Sheet is for contract only)* and proof of funding approval, and backup documentation according to the matrix on last page of this procedure. Requester will work with departmental support staff to route internally for department signatures, and then return contract packet to CS Finance for processing, or to obtain additional signatures. **Documents are signed based on the latest signature authority.**

Final processing

Step 7 CS Finance reviews contract packet for complete signatures. When complete, cover sheets, contract documents and attachments are scanned and uploaded to AiM. Contract number is assigned.

Step 8 Finance emails copy of final contract to Requester and Supplier, noting contract # for inclusion on future invoices.

Contract Processing Matrix
Facilities Projects – Total Project budget under $100K

Required Documents for Processing Contract after obtaining Supplier Signature

Only print exhibits modified for project scope and value. (e.g. – do not print Document Delivery Standards).
All contract exhibits are provided to Supplier at original contract signature request.

Document Type	Document Dollar Value (*not project budget*)	Documents Required
Pay the Bill (PTB)	Under $5K	☐ PTB phase in AiM ☐ Forward invoice to cspaymentprocessing@emory.edu with work order number
Contract	under $100K	☐ Project Scope Sheet (contract phase in AiM) ☐ MRR, URR, TPS Funding Approval, as applicable ☐ Project Authorization Form ☐ Executed Contract ☐ Exhibits specifically modified for this project ☐ Proposal ☐ Scope (if not already provided in proposal) ☐ Additional bids if $25K or above **or** Sole Source Letter ☐ Include explanation if low bid not selected
Change Order/SCA	under $100K	☐ Executed Change Order form with work order number ☐ Project Authorization Form ☐ Original GC contract >$25K? For Change Orders: Include Notice of Change (NOC) and Change Order Request (COR). ☐ Documentation detailing scope and/or amount change.