

Contracts Administration Policy Q&A

Q: Do I need to comply with this policy?

A: All Ursinus faculty and staff employees, students and student organizations must comply with this policy when entering into any agreement that requires Ursinus to provide payment, services, or use of College property, facilities or resources to a third party.

Q: Do I even need a written contract?

A: All contracts with third parties involving College resources should be in writing, regardless of prior practice or prior business relationships with the person or entity.

Q: Do I actually need to read a contract sent to me by a vendor?

A: Yes, you must read and make sure you understand the essential business terms of the contract. For example, you must ascertain and be comfortable with what is the College doing for the other party; what is the other party doing for the College; how much is being paid; when must the parties perform; etc.

Understanding what the contract entails is essential for you to be able to fill out the Contract Routing Form (CRF), found [here](#), which asks the following questions:

- Does this contract have an automatic renewal?
- Will the vendor have access to employee, student or donor information?
- Will the vendor perform any part of the contract on our campus?
- Will the vendor have contact with students or minors?
- Does the contract meet the college's [insurance requirements](#)?

Many of these questions get to the level of risk that a contract may entail. For example, if the vendor has access to sensitive information, we need to ensure that there are protections for that data. As Contract Owner, you must understand those risks and help the College mitigate them.

Q: What are the College's insurance requirements?

A: The College requires vendors to have proper amounts of insurance consistent with the College's insurance requirements that can be found [here](#). In order for a vendor to show that they are satisfying those requirements, the vendor needs to send the College a Certificate of Insurance (COI). The COI should be sent along to contracts@ursinus.edu along with the contract and CRF. If you have any questions about whether a vendor's COI complies with the College's requirements, please contact [Director of Environmental Health and Safety & Risk Management](#).

Q: How do I get approval of contracts?

A: You first need to ensure that the contract has the approval of the Vice President of your division. You also need to make sure that there is approved funding for the contract. You then need to fill out the Contract Routing Form (CRF – found [here](#)) and send to contracts@ursinus.edu. The CRF identifies the various College staff who must review and

approve the contract – e.g., the Vice President and General Counsel, the Associate Vice President for Finance - Controller.

Q: Is this really all on me? Can't I just give this to the lawyers and stay out of this?

A: Yes, you are the Contract Owner and are ultimately responsible for ensuring that the contract goes through the required process. You are also responsible for making sure that the parties perform their obligations under the contract. If you have any questions about that, please contact the College's Vice President and General Counsel.

Q: Can I sign a contract on behalf of the College?

A: Likely not. The only persons who can sign contracts on behalf of the College are those identified in the policy. Most employees are not permitted to sign contracts, as set forth in the policy.

Q: Okay, I now have a contract signed by everyone. What do I do with it?

A: You need to send the original to the College's Associate Vice President for Finance – Controller and a copy to the College's Vice President and General Counsel. Be sure to keep a copy for yourself. Remember, you are the Contract Owner!

Q: Can I get a check cut before a contract is signed?

A: No.

Q: Do we have any standardized contracts?

A: Yes, we have a number of standardized contracts, e.g., facilities use contract, consulting contracts, food truck contracts. Please reach out to contracts@ursinus.edu for more information.

Q: Are there any other policies I need to worry about?

A: Yes, the College has established insurance requirements for vendors depending on the kind of contract. They can be found [here](#). In addition, if the contract involves regular contact with our students, especially with minors, the College's [Background Check Policy](#) applies, and the contract must satisfy the requirements of that policy.