

Today's Date:

College Department/Office Initiating Contract:

College Representative Responsible for Contract ("Contract Initiator"):

Name: _____ Title: _____

Phone Number: _____ Email address: _____

Description of Contract (what is the purpose of proposed contract?):

Contractor/Vendor/Other Party: _____

Name and Title of Contact Person: _____

Phone Number: _____ Email address: _____

How did you choose this vendor? _____

Has Barnard College entered into a similar contract with this vendor before? ___ Yes ___ No

If yes, attach a copy of the previous contract. If this is a **renewal, extension or amendment** to a contract, attach the underlying contract and any previous renewals or amendments etc.

Terms of the Contract:

Commencement Date: _____

Expiration Date: _____

Renewal Terms (if any): _____

Total Cost of Contract: _____

Account to be used: _____

Deadline (date by which contract needs to be reviewed): _____

Please afford a minimum of ten (10) business days for review. If review of this contract is urgent, please provide information, including deadlines and special circumstances, regarding the urgency sufficient to justify prioritizing review of this contract over other contracts.

Special Circumstances: _____

Reviews/Approvals

Please send this form and all related documents (including the related purchase requisition) to the Purchasing Department. The Purchasing Department will process and review the documents and then forward to the office of the General Counsel for review.

Reviewed by:

Contract Initiator _____
Initials Date

Department Chair/Dean/Vice-President _____
Initials Date

Director of Purchasing _____
Initials Date

Review by the following will be on an as needed basis as determined by the Director of Purchasing and the General Counsel:

General Counsel Necessary _____
Initials Date

VP for Campus Services Necessary _____
Initials Date

Director for Budget & Planning Necessary _____
Initials Date

Associate VP for Finance Necessary _____
Initials Date

BCIT Necessary _____
Initials Date

Chief Operating Officer Necessary _____
Initials Date

President Necessary _____
Initials Date

Please Note: The Office of the General Counsel will review the contract as to form and legality. The department or office initiating the contract is responsible for reviewing the contract and ensuring that the business terms and conditions of the contract are clear, accurate, complete, and will satisfy your business needs.

Use this checklist to help guide you in reviewing your contract. Each item is further described in the General Guide to Contracting at Barnard College.

| Contract Checklist | | | | | | |
|------------------------------------|--|--------------------------|--------------------------|---------------------------|--------------------------|--|
| Clause Title | Notes and Descriptions | Is this clause included? | | Was approved clause used? | | If pre-approved clause was NOT used, who approved changes? |
| | | Yes | No | Yes | No | |
| Name of Parties | “Barnard College” – see Section 2 of Guide | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Recitals | Used to describe why this agreement is being made – see Section 2 of Guide | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Term | Dates, or term of agreement, renewal terms – see Section 3 and 5.1 of Guide | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| The “deal” | Responsibilities and obligations of parties – see Section 4 of Guide | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Payment | Terms of payment, if any | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Early Termination | Procedure for early termination of the agreement, if any | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Indemnification | Must be approved by GC if pre-approved language is altered in any way – see Section 4.1 of Guide | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Insurance | Must be approved by GC if pre-approved language is altered in any way – see Section 4.2 of Guide | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| State Law | Only agree to NY State law | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Assignment | Usually prohibits assigning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Severability | Says the entire agreement remains effective even if one clause is not | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Relationship of the Parties | Usually indicates no agency or employment relationship created | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Force Majeure | Makes clear that events outside the control of the parties will suspend the contract | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Non-waiver | If a party fails to enforce one paragraph others are not waived | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Notices | Lists who receives notices as required by the contract | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Entire Agreement | Clarifies all agreements are in this contract and NO other information (i.e. conversations, emails, etc.) is effective unless included in this section | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Signature Block | Signature lines for the authorized individuals executing the contract | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |