

Overview of Contracts

Contract Compliance Office

Office of Fiscal Services



Contract Compliance Office

- Responsibilities:

- Receiving all contracts, memoranda of understanding, letters of agreement, lecture or performance agreements, licenses, terms and conditions, etc., related to all types of transactions, **prior** to being signed
- Ensure all necessary departments have reviewed the contract
- Notifying department of contract approval status
- Storing all contracts in the repository for the University

*It is important to note that contract approval by the Contracts Office does not remove the requesting department's responsibility in relation to business or administrative implications of the contract.



Topics

- What is a Contract?
- Difference Between Procurement and Non-Procurement Contracts
- Contract Submission Process
- Pre-Approved Templates – **Updates!**
- Assistance in Drafting a Contract
- KSU Signature Authority
- Helpful Links, Hints and Contact Information – **Updates!**



Definition of a Contract

- Any legally enforceable agreement between two or more parties
- May not necessarily have the title “contract”
- Not limited to financial transactions
- Contracts include, but are not limited to:
 - Letters of Agreement
 - Lecture or Performance Agreements
 - Licenses
 - Memoranda of Understanding
 - Invoices or Quotes with Terms and Conditions
 - Agreements between Kennesaw State University Foundation, Kennesaw State University Research and Services Foundation, Kennesaw State University Athletic Association and any other entity associated with Kennesaw State University
- All contracts must be in writing



Who will submit my contract to the Contract Management System?


How do I know if my contract is a Procurement or a Non-Procurement contract?



Procurement vs. Non-Procurement Contracts

- Procurement:

- Purchase agreement more than \$2,500
- Payment method = Purchase Order
- Leased Equipment
- Quotes, proposals, and statement or scopes of work based on existing university, interagency or statewide contracts




Attach the unsigned contract, along with all supporting documentation, to your ePro requisition. Your Buyer Partner will submit the contract through the Contract Management System.



Procurement vs. Non-Procurement Contracts

- Non-Procurement
 - Purchase agreement less than \$2,500
 - Payment method = OwlPay or P-Card
 - Pre-Approved University Templates
 - Agreement where money is coming into KSU
 - Memorandum of Understanding
 - Affiliation Agreements
 - Game Day Contracts
 - Zero Dollar Contracts



You, the requester, will submit the contract, along with any supporting documentation, directly into the Contract Management System.



Contract Submission Process

1. Requester or Buyer Partner: Submits a contract request to Contract Compliance through the Contract Management System (CMS).
2. Contract Compliance: Reviews the contract request and all attached documentation. A request is sent to the necessary Approval Teams.
3. Approval Teams: Reviews the contract and makes one of the following decisions: Approve, Approved with Modifications, Not Approved, or Approval Not Required.
4. Contract Compliance: Notifies the Requester or Buyer Partner that the contract has been Approved or Approved with Modifications.



5. Requester or Buyer Partner: Signatures are obtained for the approved contract:

- For Non-Procurement contracts, the requester will send the contract to the vendor for signatures, then to the KSU Authorized Signatory for final signature. Once all signatures have been received, the fully executed contract is uploaded to the Contract Management System.
- For Procurement contracts, the Buyer Partner will attach the signed contract to a Purchase Order and send to the vendor, the requesting department and will upload the fully executed contract in the Contract Management System.

6. Contract Compliance: Reviews the fully executed contract for completeness and to ensure it was signed by the correct Signature Authority. It is then marked as “Signed”. The contract will then be stored in the University Repository.

*Follow this link to access [Creating A Contract Request Guide](#)



Exempt from Contract Compliance Review

- Pre-Approved Templates (without modifications)
 - Artistic Performance Agreement
 - Lecture Agreement
 - KSU Data Confidentiality Addendum
 - Travel Expense Rider (not a stand-alone document)
 - Department Templates
 - A document that has been reviewed and approved by Contract Compliance for template use by a department for a specific purpose.
- Items Outlined in the Exemptions from Contract Compliance Review
 - Click here to view: [Exemptions to the Review Requirements](#)



Pre-Approved Templates

There are 2 types of Pre-Approved Templates:

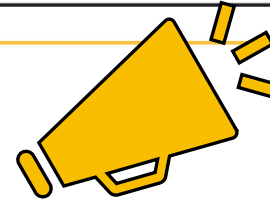
- University Templates
 - Artistic Performance Agreement
 - Lecture Agreement
 - KSU Data Confidentiality Addendum
 - Travel Expense Rider (not a stand-alone document)
- Department Templates
 - A document that has been reviewed and approved by the Contract Compliance office for template use by a department for a specific purpose.



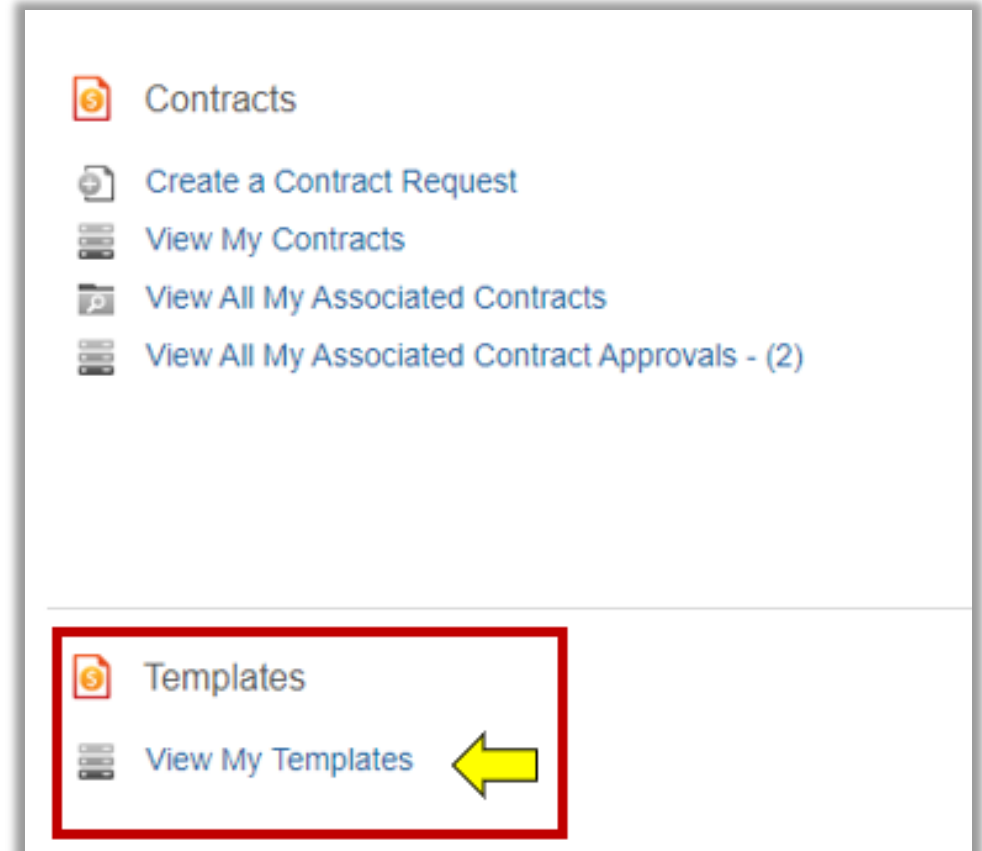
*Note that Independent Contractor Agreements are not pre-approved templates and must be reviewed and approved before signatures are obtained.



University Templates Update



- The Lecture Agreement and Artistic Performance Agreement templates have been updated for content and format. Some of the updates include:
 - Templates are now a fillable PDF file
 - Update to required authorizations (signatures) on the Routing Form
 - Instruction sheet and 'Location of Lecture' now accommodate for online lectures
 - Reminder included in the instructions to submit the signed agreement before the date of the event
- The Travel Expense Rider is now a fillable PDF file.
- To access the templates, please log in to the [Contract Management System](#). On your home page, click on 'View My Templates'.
- Download the template file.
- Complete the form, obtain signatures, and submit it to the Contract Management System before the date of event.



Assistance in Creating a Contract

If you need assistance in creating a contract, the request should be submitted through the Contract Management System:

- In the Contract Description section, specify that you are requesting assistance in drafting a contract for services.
- Attach a Word document outlining:
 - Scope of Work – Include any roles and responsibilities for the individual
 - Dates of Service – The dates that the services will begin and end
 - Compensation – Provide any rates and frequency of payment
 - Deliverables – Any milestones or deadlines that the individual must meet during the term
- The request will go through the contract review process and will be sent to all necessary departments for approval. Legal Affairs will take the information you provide and draft a contract for the services. Once approved by all Approval Teams, you will receive the drafted agreement attached to the approval e-mail from Contract Compliance.



KSU Signature Authority

- Only authorized individuals may sign contracts on behalf of KSU.
- The appropriate signature authority is dependent on the type of contract and its value.
- Best business practice dictates that the vendor signs the contract **before** the KSU signature authority as we are typically the payor.
- This also ensures that KSU will receive a fully signed contract.
- The decision to sign the contract is solely at the discretion of the initiating department.
- If the initiating department chooses not to sign/proceed with the contract, Contract Compliance must be notified immediately.

You can follow this link to view the full policy: [KSU Signature Authority Policy](#)



Helpful Information

- Contract Compliance Homepage: [Contract Compliance](#)
- Procurement Homepage: [Office of Procurement](#)
- Contract Management System: [CMS Home](#)
- Contract Management System Documentation:
 - [Creating a Contract Request](#)
 - [Creating a Contract Request Using a Pre-Approved Template](#)
- Items Exempt from Contract Compliance Review:
 - [Exemptions to the Review Requirements](#)



Contract Compliance Hints

- Contracts can be submitted as soon as you have all necessary documentation and information regarding the contract request. Please allow ample time for the review and approval of your contract.
- All contracts attached to your contract submission should be unsigned and editable, such as a PDF or Word file. Please do not attach scanned contracts, they are not editable.
- Drop-In Sessions for Contract Compliance will begin after the holidays. Once scheduled, the dates will be posted to the Contracts webpage. To view available classes or sign up, please do so through [OwlTrain](#).



Contract Coordinator by Department

Department Name	Contracts Coordinator
Athletics	Summer Josephson
Campus/Auxiliary Services	Summer Josephson
Coles College of Business	Summer Josephson
College of Humanities & Social Sciences	Summer Josephson
College of Science and Mathematics	Summer Josephson
College of the Arts	Summer Josephson
Economic Development and Community Engagement	Summer Josephson
Facilities	Summer Josephson
Finance & Accounting	Summer Josephson
General Institutional	Summer Josephson
Legal Affairs/Public Safety	Summer Josephson
Office of Research	Summer Josephson
Student Affairs	Summer Josephson
Wellstar College of Health and Human Services	Summer Josephson

This list contains the Contract Coordinator assigned to each department on campus. Please contact them directly with any questions regarding contracts or the Contract Management System. This list will be combined with the Buyer Partner list and added to the Contracts website soon.

Department Name	Contracts Coordinator
Academic Affairs	Tasina Nitzschke
Bagwell College of Education	Tasina Nitzschke
Chief Financial Officer (CFO)	Tasina Nitzschke
College of Architecture & Construction Management	Tasina Nitzschke
College of Computing and Software Engineering	Tasina Nitzschke
College of Graduate and Professional Education	Tasina Nitzschke
Division of Global Affairs	Tasina Nitzschke
Events & Venue Mgt / Sports Park	Tasina Nitzschke
Honors College	Tasina Nitzschke
Human Resources	Tasina Nitzschke
Library	Tasina Nitzschke
Museum, Archive, & Rare Books	Tasina Nitzschke
Office of Enrollment Services	Tasina Nitzschke
Office of Strategic Communications and Marketing	Tasina Nitzschke
Office of University Development and Advancement	Tasina Nitzschke
President's Division	Tasina Nitzschke
Southern Polytechnic College of Engineering and Engineering Technology	Tasina Nitzschke
University Information Technology Services (UITs)	Tasina Nitzschke



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Office of Contract Compliance

- Catherine Ice – Director Contract Management, CUPO
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 - Available to call or chat on Microsoft Teams
 - Phone: 470-578-4347
- Jennifer Hallock – Contract Compliance Administrator
 - Email: jhalloc2@kennesaw.edu
 - Available to call or chat on Microsoft Teams
 - Phone: 470-578-3145
- Summer Josephson – Contract Compliance Coordinator
 - Email: sjosep42@kennesaw.edu
 - Available to call or chat on Microsoft Teams
 - Phone: 470-578-3953
- Tasina Nitzschke – Contract Compliance Coordinator
 - Email: tnitzsch@kennesaw.edu
 - Available to call or chat on Microsoft Teams
 - Phone: 470-578-3603

