JSU LEGAL – CONTRACT INTAKE REVIEW FORM

This form should be completed and attached to any contract with an outside vendor that needs legal review/approval. This form **does not** need to be completed for the following types of contracts: 1) contracts with other governmental entities; 2) internship or clinical site agreements; 3) gift agreements.

IT IS CRITICAL THAT YOU INFORM THE OTHER PARTY THAT ALL CONTRACTS ARE SUBJECT TO LEGAL AND FINANCE APPROVAL AND THAT YOU DO NOT HAVE THE AUTHORITY TO SIGN CONTRACTS ON BEHALF OF JSU. DO NOT SIGN ANY CONTRACT ON BEHALF OF JSU!! (See Policies I.05.03 and IV.03.01)

If possible, **please ask the vendor to provide a word version of the contract you are asking legal to review**. While every contract is reviewed individually, there are certain principles that are applied to almost all of our contracts. Specifically, JSU will request the removal of any language pertaining to the following:

1. Any law applying other than the laws of Alabama;
2. Venue in any county other than Calhoun County, Alabama;
3. Arbitration provisions;
4. Indemnification provisions;
5. Terms and conditions that are web linked instead of attached;
6. Auto-renewal provisions, automatic price increases or terms extending beyond three (3) years.

It is helpful if you can have the vendor remove any such provision to the contract prior to legal review.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Name and contact information for the JSU party requesting approval:

   Name: _____

   Title: _____

   Email & Phone Number: _____

2. Name and contact information for the other party to the proposed contract:

   Vendor Name: _____

   Contact Name/Title:_____

   Email/Phone Number: _____

3. Is this a current vendor? ☐ Yes ☐ No

4. Who drafted the contract? ☐ Vendor ☐ JSU

5. Is this a new contract, modification or renewal of an existing contract?
   New: ☐ Modification: ☐ Renewal: ☐

6. Brief description of the goods or services the vendor is providing?

   _____

   _____

7. Is this contract for software or hardware? ☐ Yes ☐ No. If you answered "yes," then complete the Request for Approval to Purchase Computer Hardware and Request for Approval to Purchase Computer Hardware and Software Form and submit the approved form with this Intake Form.

8. What is the dollar amount of the contract?
   a. Annually: _____
   b. Total for the years that the contract is in effect: _____

9. Have you sought pricing from competing vendors? ☐ Yes ☐ No. Describe your efforts to seek additional quotes/pricing: _____

   _____

10. (NON-PUBLIC WORKS – GOODS and SERVICES): If this contract is over $25,000 (TOTAL dollar amount), then:

    a. Has the contract been competitively bid? ☐ Yes ☐ No.

    b. If no, then:
       i. Is the contract on the state bid list? ☐ Yes ☐ No
       ii. Is the contract available through a consortium of which JSU is a member? ☐ Yes ☐ No. If so, then list the name of the consortium and the contract number: _____

    c. If (a) and (b) are "no," then list any exception(s) or reasons for not competitively bidding.

    _____

11. (PUBLIC WORKS): Is this contract a public works project? _____.
    a. Is the contract over $100,000? ☐ Yes ☐ No

    b. If the answer is "Yes," then has the contract been competitively bid? ☐ Yes ☐ No Please provide the bid response.

12. Will this contract require the vendor's employees or agents to be present on University property? ☐ Yes ☐ No.

13. Please include any other information that it would be helpful for legal to know regarding your needs for this contract._____
_____

14. What is the funding source for the contract and have the expenditures of the funds called for in the contract been properly approved?

a. What is the FOAP number being used for this contract? _____

15. What JSU employee will have responsibility for making sure that JSU complies with its contractual obligations and the other party performs? _____

Acknowledgement: I have primary responsibility for the contract from inception to completion of the transaction. I have read, fully understand and agree with the business aspects of the attached contract. I am submitting the draft contract to the Office of University Counsel for legal review.

Printed name of responsible party: _____

Signature of responsible party: _____

Email: _____