

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.**

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 the language pertaining to the following:

1. Any law applying other than the laws of Alabama;
2. Litigate any dispute in any venue other than Calhoun County, Alabama;
3. To any arbitration provision; or
4. To indemnify the other party to the contract.
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: _____

Title: _____

Email/Phone Number: _____

3. Who drafted the contract? _____

4. Is this a new contract, modification or renewal of an existing contract?

New: _____ Modification: _____ Renewal: _____

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

6. Dollar amount of the contract: _____
7. Proposed term of the contract: _____
8. Have we sought pricing from competing vendors? ___Yes ___No
If so, please attach any other quotes or the results of the request.
9. Is this contract subject to bid or public works law? ___Yes ___No
10. If so, please attach bid response. If not, please list applicable exceptions.
11. Please include any other information that it would be helpful for legal to know regarding your needs for this contract.
12. What is the funding source for the contract and have the expenditures of the funds called for in the contract been properly approved? ___Yes ___No
13. 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: _____