

Pacific Lutheran University Contract Checklist

	Have you allowed at least 30 business days for the contract to be reviewed?	<i>Contract needs to be reviewed by President’s Council (PC), Risk Services, impacted departments and possibly legal and insurance</i>
	Have you provided the agreement and/or quote? Please be sure to provide original agreement or amendment if this is a renewal. Word format is preferred.	<i>Word format needed for editing purposes .Adding original agreement or most recent amendment makes process quicker.</i>
	Does the agreement contain an “auto renewal” clause – i.e. – the agreement renews automatically?	<i>You and your department are responsible for ensuring that notification of non-renewal is provided in accordance with the agreement.</i>
	Have you confirmed that the agreement terms and pricing reflect what you have negotiated, i.e., the business terms?	<i>You are responsible for ensuring that the written contract accurately reflects the business terms negotiated with the contractor <u>prior to submission for review.</u></i>
	Have you discussed the proposal or agreement with those departments who will be impacted by the agreement scope of work or who will have to support the agreement in some way? (Example I&TS software support or BUSO merchant services or billing?)	<i>Please share this agreement and/or discuss with applicable departments. This should mitigate risk of additional changes later in the process.</i>
	For renewal agreements only, have you checked the prior agreement to verify that pricing/fees are in line with past agreements and in accordance with any limits on increases imposed by the agreement language?	<i>Many agreements limit price increases during renewal terms. Please check the agreement and ask that the contractor comply with the language as appropriate.</i>
	Have you challenged the contractor’s pricing and determined that it is reasonable?	<i>Many proposals are initial offers. Pricing can often be reduced if we ask.</i>

I understand that I am responsible to work with my Department Chair/Director and/or Budget Head to manage this contract as follows:

Verify that all related invoices reflect the pricing established in the Agreement. Once an invoice is paid you cannot usually contest the pricing.

Document contractor non-performance or inadequate performance in writing to the contractor with a cc to the Director of Risk Services.

Reviewing contract termination provisions and provide a timely request to Risk Services to provide notification of termination in accordance with those terms.

PLU Department/Organization		
Dept. POC for Contract Name	Signature	Date