



Overview

This form is required for all contracts. The term “Contract” includes agreements, leases, memoranda of understanding, terms and conditions, “Click to Agree” and/or any other legally binding agreement.

Unless you are an approved signatory designated by the Board of Regents, you are not authorized to enter into any agreement on behalf of the University. View our [contract flowchart](#) for assistance!

STEP ONE:

REQUESTED BY:	DEPARTMENT:			
EMAIL:	Date:	Date Required:		
PHONE:	FUND	ORG	ACCT	PROG
INCLUDED IN FY BUDGET?				

Check this box if grant funds are being used to pay the vendor (in full or partially). If yes, you are required to consult the Office of Sponsored Programs before submitting a contract for review.

Provide a description of the good or service and the purpose of the contract.

STEP TWO: Basic contract Information for Recommended Vendor

VENDOR NAME:	VENDOR POC:
ADDRESS:	PHONE:
	EMAIL:
New Contract or Renewal?	Auto Renewal, yes or no? <i>If yes, renewal period:</i>
Is this contract replacing an existing agreement? <i>If yes, what vendor?</i>	Anticipated contract term? <i>(Years, Months, Perpetual)</i>
Will the vendor be accepting credit card payments on behalf of PLU?	Initial, start-up, consulting costs:
Annual/perpetual costs:	Total anticipated cost over contract term:



STEP THREE: Complete this section ONLY if \$10,000 or more will be paid to the selected vendor during any 12-month period throughout the term of the contract. If this vendor is preferred or a Sole Source and you received pre-approval from the Procurement Office already, move on to step four.

Competitive bidding materials must be attached to this form. Alternative quotes you receive must be from qualified and comparable vendors that offer the same or similar good or service. Intentionally providing quotes from vendors that are not qualified or comparable to the recommended vendor will not be accepted.

- \$10,000-\$49,999 in any 12-month period: attach two quotes
- \$50,000-\$99,999 in any 12-month period: attach three quotes
- Sole Source – Only the quote for your recommended vendor is needed. If you have not done so already, the [Sole Source Justification Form](#) should be completed with this request.

If the lowest quote obtained was not selected, briefly explain why in the box below. Skip if the vendor is a sole source or if the lowest quote was selected.

WAIT! If you were required to complete step 3, send this form with attached bids to procurement@plu.edu now for review before continuing to the next steps. Once Procurement has reviewed your bids, complete steps 4 and 5.

STEP FOUR – Data Review

If there will be data exchanged, uploaded or submitted to the vendor, you may be prompted to provide a [Data Sharing Agreement](#) (DSA) upon submission of the vendor contract. In order to determine if a DSA will be required, you will need to identify the most sensitive data type that will be involved. There are four categories of data, [None, Open, Private, or Restricted](#). **If the data involved is “Private” or “Restricted”, a DSA will be required**

Vendors may not be willing to sign the DSA without further negotiations. If the vendor is requesting revisions, have them provide a revised DSA with “changes tracked” to you and submit that through the portal below. Vendors are not authorized to change or delete verbiage out of the DSA without PLU’s review and approval. If you have questions about the DSA process, please contact Kevin Berg (bergka@plu.edu).

STEP FIVE – SUBMISSION

Submit this form, Word version of the contract and completed Data Sharing Agreement (if applicable) through the [Contract Submission Portal](#). **The review process takes a minimum of 30 days.**