

## Providence College Contract & Agreement Review & Tracking Form

This Form must be attached to **all Contracts, Contract Addenda, & Agreements, along with any Attachments to these Documents**, & transmitted to the General Counsel/Risk Manager, Harkins 201, at least three weeks prior to execution. *Except for specific delegation of authority, Contracts, Addenda & Agreements must be signed by either the President or the Vice President for Finance & Business.*

Employee submitting Contract for review: \_\_\_\_\_

Department: \_\_\_\_\_ Tel. ext.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief description of the product or services in the Contract: \_\_\_\_\_

Have all required College personnel (with the exception of the General Counsel) reviewed and approved this Contract? Yes \_\_\_\_\_ No \_\_\_\_\_

This is a new Contract. \_\_\_\_\_ This is a renewal of an existing Contract. \_\_\_\_\_ Contract Date: \_\_\_\_\_

Was the need for this Contract identified in your budget request? Yes \_\_\_\_\_ No \_\_\_\_\_

This Contract derived from a bid. \_\_\_\_\_ This Contract derived from a negotiation. \_\_\_\_\_

Term of Contract: From \_\_\_\_\_ to \_\_\_\_\_

Total Cost/Value of Contract: \_\_\_\_\_

Party/Parties to the Contract: \_\_\_\_\_

Name & Phone # of Contact Person: \_\_\_\_\_

Party's Address: \_\_\_\_\_

Within the past 5 years, how many Contracts has your department had with this party(ies)? \_\_\_\_\_

Does this Contract have an Indemnity Clause? Yes \_\_\_\_\_ Clause No. \_\_\_\_\_ No \_\_\_\_\_

Is there a Choice-of-Law (Governing Law) Clause? Yes \_\_\_\_\_ Clause No. \_\_\_\_\_ No \_\_\_\_\_

If required by the GLB Act, is there a Privacy Clause? Yes \_\_\_\_\_ Clause No. \_\_\_\_\_ No \_\_\_\_\_

Does this Contract call for third-party access to FERPA-protected information? Yes \_\_\_\_\_ No \_\_\_\_\_

Will any confidential information be transmitted electronically outside the College? Yes \_\_\_\_\_ No \_\_\_\_\_

Does this Contract involve credit-card processing &/or the use of our IT resources? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to either of above, has the Contract been approved by IT &/or Financial Services? Yes \_\_\_\_\_ No \_\_\_\_\_

As to all non-legal terms and conditions: they are accurate; they meet fiscal requirements; and, they have received applicable departmental approval. \_\_\_\_\_

### SUBMITTER'S SIGNATURE AND DATE

#### FOR OFFICE OF GENERAL COUNSEL/RISK MANAGEMENT USE ONLY

Date Received: \_\_\_\_\_ Date Returned to Department: \_\_\_\_\_

Approved: \_\_\_\_\_ Approved only if changes/corrections are made as indicated: \_\_\_\_\_

Rejected: \_\_\_\_\_ Contract can be resubmitted with revisions as indicated: \_\_\_\_\_

Date Resubmitted: \_\_\_\_\_

Latest Revision: March, 2012

