



CONTRACT SUBMISSION CHECKLIST

Please complete this form in its entirety and attach it to each contract sent to the Procurement Department.

Basic Information	
Department, School, or Office:	Contractor or Vendor:
Contact Name (Contract Administrator):	Contact Name for Contractor/Vendor:
Phone:	Phone:
Email:	Email:
Term of Agreement:	Total Contract Amount:
In your own words, describe the most crucial business elements of the agreement (i.e., describe the basic transaction as you understand it.)	
Please explain any need for added urgency, and indicate any objectives deadlines that must be met and why.	
Purchase Order #:	

Checklist	
Does this project require a competitive bidding process?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
a) If so, was there a formal Request for Proposals issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
b) If not, have you completed the Sole Source Justification form (please see procurement)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the contract file include a copy of the University Addendum (contract terms and conditions attached to this agreement)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the contract file contain a copy of the vendor signed final contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the contracting party licensed and currently in good standing with the Mississippi Secretary of State to conduct business in Mississippi?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the contract file have a copy of all attachments listed in the contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the contract file contain contact information and a call log for the Contractor's key personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the contract file contain a problem escalation listing for the Contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the contract file state the Contractor's "Legal Notices" address?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the contract file indicate that a copy of the insurance certificate was obtained and is on file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Does the contract file contain any necessary licenses, certifications, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the contract file contain all warranty information?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has a project monitoring plan been developed based on contract specifications or other applicable project or programmatic requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has a fiscal monitoring plan been developed based on contract specifications or other requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the project file contain the names and contact information of all major stakeholders in this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the contract clearly and accurately define the payment terms?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are there any clauses that require the university to indemnify or hold harmless the other party? If so, has it been deleted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have any clauses that limit the other party's liability to the university been deleted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are there any arbitration clauses? If so, have they been deleted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has the other party agreed to be governed by the laws of the state of Mississippi? If not, has the choice of law provision been deleted entirely?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If needed, has any requirement that the University obtain insurance been deleted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If the contract contains a confidentiality clause, does it also reference that the University is subject to the Mississippi Public Records Act, Miss. Code Ann. 25-61-1, et. Seq. and Mississippi Accountability and Transparency Act of 2008, Miss. Code Ann. 27-104-151, et. Seq?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has any clause requiring the University to limit the time frame in which it may bring suit, change the statute of limitations, or waive its right to a jury trial been deleted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are there insurance provisions in the Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If so, has the provisions been approved by the President or the VP of Finance and Administration?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is there an electronic, Microsoft Word (e.g., *.doc, *.docx) or PDF version of the Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the signature block of the Agreement prepared for the VP of Finance and Administration?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the contract start and end date ("term") clearly stated? a. Delete any reference to "automatic renewals." A contract may be renewed only upon mutual agreement of both parties. b. A contract should not exceed five (5) total years. c. The "effective date" in the introduction or signature page should be consistent with the start date of the contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the contract provide a termination clause? a. If possible, the University should be allowed to terminate the contract with 30-to-90-day notice. b. If not, the method(s) for terminating the agreement should be clearly stated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the contract contain an E-Verify clause?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have you attached all referenced exhibits (and original in the case of amendments)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the scope of services adequately defined in the description area (above)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Print Name: _____

Signature: _____

Date: _____