

TITLE: Contract Procedures

NUMBER: FIN110

EFFECTIVE:

REVIEWED: 24 MAR 2015

PURPOSE:

IPS contracts must be drafted, negotiated, reviewed and executed according to UT Fiscal Policy. Each agency will ensure that all employees involved in any aspect of the contract process are fully aware of UT and IPS contract policies and procedures. The IPS Chief Business Officer (CBO) oversees and coordinates the contract process for all of IPS.

PROCEDURE:

Contracts to acquire goods or services are generally processed as followed:

- Agency creates an IRIS requisition.
- Agency/Purchasing solicits bids or submits a Non-Competitive Justification.
- Agency submits contract to IPS CBO for review.
- CBO coordinates review & approvals.
- Fully executed contract filed & distributed.

The review process for proposals, pre-proposals, grants, and sponsored projects can be found in the IPS procedures for Sponsored Projects.

Delegated contracts will be signed by the CBO. A UT Vice President (VP) may sign in cases where the CBO is unavailable and time is of the essence. The IPS VP must approve the following delegated contracts before CBO signature:

- Contracts above \$100,000, including contract amendments that bring the cumulative total above \$100,000.
- Grant & Contract proposals/awards that involve a new program or line of service, new/renovated facilities, additional staff, or unusual arrangements.

Use the following name, title and contact information for contracts signed by the IPS CBO:

Gail White

Chief Business Officer

UT Institute for Public Service

105 Student Services Building

Knoxville, Tennessee 37996-0213

(865) 974-6621

fax (865) 974-1528

gail.white@tennessee.edu

CONTACT:

Gail White, Chief Business Officer

gail.white@tennessee.edu