

OGC CONTRACT REQUEST FORM

IF THE CONTRACT THAT YOU ARE SUBMITTING FOR REVIEW HAS ALREADY BEEN SIGNED BY THE COUNTERPARTY AND BROWN, OR THE TRANSACTION HAS ALREADY OCCURRED STOP! ONCE THE TRANSACTION HAS OCCURRED OR THE CONTRACT FULLY EXECUTED THERE IS NO ABILITY TO NEGOTIATE OR MODIFY UNACCEPTABLE TERMS.

Date Form Submitted:

Department:

Submitter Name:

Email:

Phone:

If Submitter is not the primary point of contact:

Point of Contact Name:

Email:

Phone:

Authorized Signatory Name:

Is the Authorized Signatory for this contract aware of and in support of the business arrangement contemplated by this contract? Choose an item. *Only an Authorized Signatory has the authority to sign contracts on behalf of Brown which means, ultimately, approval of the business terms. If the answer to this question is 'No', please discuss with Authorized Signatory at this point in time.*

Submitter must acknowledge the Authorized Signatory's acceptance of the business transaction for the contract being submitted and must select one of the following acknowledging review and/or acceptance of the terms and conditions of the contract being submitted.

- Authorized Signatory has provided authorization to move forward with this transaction.
- Department agrees with the business terms and conditions in the contract; or
- Department is attaching the original contract together with the Department's redline of the contract and/or a document detailing business concerns

CONTRACT TERMS:

If this is a request to review a contract, attach the contract, and all exhibits, and other attachments. If there are references in the contract to other documents, terms or provisions, provide those documents as well. If there are any hyperlinks with additional terms and conditions referenced in the contract, provide the actual printed documents for review.

If this is a request to draft a contract, provide any materials (e.g. proposals, responses to proposals, scope of work) that are relevant to the transaction or that you wish to attach as exhibits.

Counterparty Name:

Contract Amount:

Date Contract Begins:

Date Contract Ends:

Detailed summary of the business transaction:

Why is this contract needed? Who are the contracting parties involved? What is the purpose of the contract? What services is your Department acquiring/providing? What do you expect to achieve with this contract? Where are the services taking place? When are the services taking place? How are services being provided?

Has this Department contracted with this Counterparty before?

Is there an unexpired (or recently expired) contract or open Master Service Agreement with this Counterparty? (If so, attach the agreement including all addendums, exhibits, and scopes of work). This will help avoid delays with the contract review or drafting.

Is any other Department involved in any aspect of this contract?

Has SPCI, OIT, or Division of Research reviewed this contract?