

Memorandum

**To:** President's Council

**From:** Dolores Fredrich, Esq.  
Vice President for Legal Affairs and General Counsel

Catherine Hennessy  
Vice President for Financial Affairs and Treasurer

**Date:** September 10, 2002

**Re:** Contract Policy/Procedures  
Required Forms to Accompany all Proposed Contracts

In order to ensure that all contracts are reviewed prior to execution, and to ensure that the University's interests are properly protected, the President has approved the attached standard procedures and forms to govern all University contracts. No one is authorized to execute any agreement or contract except in accordance with these procedures. Please advise the appropriate personnel in your area of these new requirements, which are effective immediately.

**Contract Policy/Procedures**  
**Required Forms to Accompany all Proposed Contracts**

Each proposed Contract should be submitted in duplicate accompanied by a Contract Approval Form and Contract Information Form, copies of which are attached to this memorandum and explained below.

1. All contracts shall be submitted to the Office of the Vice President for Financial Affairs for review and execution. The proposed contract shall be completely filled out in duplicate. The Contract Approval Form shall be signed by the person proposing that the University enter into the contract, and by all supervisors and department heads up to and including the responsible Vice President or Dean and Provost. The Contract Approval Form requires each signatory to confirm that each has reviewed and agrees with the contract. Each person also verifies the need for the contract and budget availability.
2. The Contract Information Form should be completed by the person most familiar with the details of the contract and includes necessary background information explaining the reason for the contract, the vendor selection process, and other pertinent information.
3. Once the necessary paperwork is submitted, the Office of the Vice President for Financial Affairs will review the proposed contract; ensure that there is appropriate insurance in place; and obtain review from the Vice President for Legal Affairs and General Counsel, as appropriate. Once all is approved, the Vice President for Financial Affairs will sign the contract on behalf of the University.
4. After a contract is executed, the executed contract will be returned to the person designated on the Contract Information Form. If the contract should be returned directly to the vendor with a standard covering letter, that should be indicated on the Contract Information

Form. In all instances, the Vice President for Financial Affairs will retain an executed copy of the contract on file.

\* \* \*

We recognize that in many instances, the nature of the contract or agreement will require active participation by the Office of Financial Affairs and the Office of General Counsel during the negotiation phase. In instances where a standard form of Hofstra University contract cannot be used, the Office of Financial Affairs shall be consulted at the outset of negotiations. As needed, the Office of General Counsel will also ensure that the University has appropriate legal representation during the course of the contract negotiations.

At present, in order to review a proposed contract, it is often necessary to go back to the originating department to obtain information. The new forms and procedures will ensure that the appropriate information is included in the first instance, which should allow for a more intelligent and more expeditious review of all agreements.

Over time, we will develop terms to be included in all agreements, including terms governing notice renewals, terminations, choice of law, indemnification, insurance requirements, etc. We will circulate as the provisions are developed.

Please note that there are sample forms attached to this memorandum. If additional copies need to be sent via e-mail, please contact Marie Huebner at [ogcmfh@hofstra.edu](mailto:ogcmfh@hofstra.edu).

DF/mh

rabinowitzmem2.wpd

**HOFSTRA UNIVERSITY**

**CONTRACT INFORMATION FORM**  
**(to be attached to all proposed contracts)**

1. VENDOR/CONTRACTOR INFORMATION:

Contractor Name<sup>1</sup>: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Taxpayer I.D. No.: \_\_\_\_\_

2. UNIVERSITY ORIGINATOR OF CONTRACT: (Person most familiar with details and responsible for implementation)

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

3. BRIEF EXPLANATION OF CONTRACT (including benefit to University):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. HOW WAS VENDOR SELECTED? (explain prior work performed for University, relationship to University, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Complete, accurate contractor name must appear on contract. If the vendor is a corporation, the contract must be signed by a corporate officer indicating he/she is an officer having authority to sign on behalf of the corporation.

5. COMMENCEMENT DATE (work may not commence until contract is executed and insurance certificate received and approved ): \_\_\_\_\_

6. TERM OF CONTRACT: \_\_\_\_\_

7. COST OF CONTRACT: \_\_\_\_\_

8. BUDGET APPROVAL:  
(indicate budget codes): \_\_\_\_\_

9. IS THE CONTRACT ON A STANDARD HOFSTRA UNIVERSITY FORM?

Yes \_\_\_\_\_ No \_\_\_\_\_

10. HAS THE STANDARD FORM OF CONTRACT BEEN ALTERED IN ANY WAY?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, indicate changes and approval for changes: \_\_\_\_\_

\_\_\_\_\_

11. ARE REQUIRED INSURANCE CERTIFICATES ATTACHED?

Yes \_\_\_\_\_ No \_\_\_\_\_

12. SHOULD SIGNED CONTRACT BE RETURNED TO DEPARTMENT, OR SENT TO VENDOR OR SOMEWHERE ELSE? (specify below)

\_\_\_\_\_

\_\_\_\_\_

13. ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PREPARED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**For Internal Use Only**  
**Date Received:** \_\_\_\_\_  
**Contract#:** \_\_\_\_\_

**HOFSTRA UNIVERSITY**

**CONTRACT APPROVAL FORM - cover sheet for Contract**  
**(attach Contract Advisement Form and**  
**two original Contracts to this form)**

\_\_\_\_\_  
**CONTRACT**

I have reviewed the contents of this contract/agreement on the date indicated by my name, and I concur with the content, acknowledge the University's responsibilities and capabilities, and verify the budget proposed therein. I have also reviewed and agree with the attached Contract Information Form describing the contract and its value to the University and verify budget approval by the appropriate Director, Dean or Vice President.

( ) \_\_\_\_\_

\_\_\_\_\_  
Date

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Approved as to insurance requirements:

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date

Approved, Office of General Counsel:

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date