

Procedures for Contract Review, Approval & Retention

The Drake Board of Trustees adopted a Contract and Legal Services Authority Policy in June 2015, authorizing specified senior administrators to sign contracts on behalf of the university. This procedure serves to establish responsibilities for contract review and approval pursuant to that policy.

I. Procedures

Prior to signing a contract, those with signing authority are responsible for the following steps:

1. Review the contract document to ensure an accurate reflection of terms of the arrangement.
2. Negotiate terms to reflect the recommendations of the Contract Review Checklist, including review and approval as set forth below:

Type of Contract	Prior Review and Approval Required
Technology Services or Purchases (including and software and licenses)	CITO
Employment Temp or Placement Agency/Search Firm	Director, Human Resources
Educational consortium or memorandum of understanding Academic or clinical affiliation agreement	Provost
Contracts allowing use of Drake name, logo or other identifiable mark or image outside Drake's usage guidelines.	Vice President, University Communications
Grant or sponsored program agreement	Director, Sponsored Programs
Contract for any services or activity performed on campus. Contract for any experiential learning program, including domestic and study abroad.	Director, Risk and Insurance

In cases where acceptable terms cannot be negotiated pursuant to the checklist, the authorized signor is responsible for assessing the risk associated with deviating from the checklist by consulting with the Chief Administration Officer or his/her designee. If acceptable terms cannot be reached, the Authorized Signor should not enter into the agreement on behalf of Drake University.

3. Those with signing authority may elect to submit contracts for legal review, such as contracts with significant complexity or involving high risk activities. To initiate legal review send the agreement to ducontracts@drake.edu

Any changes required following legal review, will be sent to the initiating contact. It is the responsibility of the signing authority to communicate and negotiate changes recommended by legal counsel.

4. Contracts for services or involving activity on Drake property must also be reviewed by the Director, Risk and Insurance to ensure sufficient insurance coverage and requirements. This may be facilitated by submitting to ducontracts@drake.edu with a message requesting insurance review.

I. Retention

Signed contracts are to be sent to ducontracts@drake.edu with the exception of those contracts referenced below.

The following agreements are retained at the departmental level. It is the responsibility of the signing party to maintain a copy of the contract for a period of three (3) years after the date of expiration or receipt of goods and services, whichever is later.

- Independent Contractor Agreements including entertainers, speakers and artists.
- Agreements for transportation, hotels, entertainment or room rentals for one-time events at non-Drake locations.

Monitoring of expiration, termination and renewal dates of contracts is the responsibility for those with signing authority.

II. Support and Resources

Professional development for those working with and signing contracts will be provided periodically. In addition, questions or additional consultation resources – including internal subject matter experts -- are available. Contact ducontracts@drake.edu with your questions or request for assistance.

III. Audit

Periodically, contracts will be audited for compliance with this procedure and the Contract and Legal Services Authority Policy. Those with signing authority are responsible for ensuring compliance with these procedures for any and all contracts bearing their signature.