Roles and Responsibilities for Contract Review

When engaging a supplier, RIT’s standard operating procedure is to promote the use of RIT’s Terms and Conditions. These terms and conditions are specifically tailored to the University’s needs, designed to minimize risk and, to reduce cycle time in review, negotiation and approval.

In certain circumstances, a supplier may not be able to accommodate the standard RIT Terms and Conditions. When this occurs, the review process will involve the following roles and responsibilities:

Department procuring goods or services:
- forward contract to PSO (in MS Word format) as early as possible in the procurement process
- upon receipt of supplier-executed contract from PSO, provide the appropriate RIT signatures (refer to the Signatory Authority Policy) and forward to PSO
- upon receipt from PSO, attach a copy of the fully executed contract to the purchase requisition when it is created

Procurement Services Office (PSO)
- forward contract to OLA when a draft supplier contract is received and work concurrently with OLA to create, review and/or revise their respective terms and conditions
- work with the requesting department to review and amend business/procurement terms including contract deliverables, business specifications, contract term, and payment terms
- if applicable, negotiate specific terms with supplier
- upon receipt from OLA, forward final contract to supplier for signature
- forward supplier-executed contract to requesting department for final signature

Office of Legal Affairs (OLA)
- review and amend legal terms including indemnification, governing law, jurisdiction, etc
- engage Risk Management and the Information Security Office as needed for review of requirements
- if applicable, negotiate specific terms with the supplier
- forward contract with comments removed to PSO

Departments may direct questions regarding supplier contract management to the PSO or OLA.

Note: Departments should involve the PSO as early as possible in all supplier relationships.