



## Prepare to Procure

March 25, 2014

RIT Procurement Services

475-2107

[http://www.rit.edu/fa/procurement/  
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

### 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.

