

CONTRACT CHECKLIST

What is the amount of the agreement?

- If between \$0 and \$5,000:
 - ☐ One quote attached
 - ☐ Quote date is still in effect and contract should be executed before quote expires
- If between \$5,001 and \$50,000:
 - ☐ Two quotes attached (or sole-source, on GPO, State EPL, or State Agency Contract)
 - ☐ Quote date is still in effect and contract should be executed before quote expires
- If between \$50,001 and \$249,999:
 - ☐ Vendor was selected after RFP or bid, on GPO contract, a sole-source purchase, on State EPL or on State Agency Contract. If not, exception has been granted by C.A. Director.
 - If RFP or bid, what is the RFP/bid #?
 - If RFP or bid, what was the due date?
 - If sole source, what documentation has been provided?
 - ☐ If on GPO, this has been confirmed within UHC, Medasset's or Novation's system
 - ☐ If agency contract, this has been confirmed through Agency Contract list
 - ☐ The total cost is not variable and could exceed \$250,000
- If over \$250,000:
 - How was the vendor selected?
 - If RFP or bid, what is the RFP/bid #?
 - If RFP or bid, what was the due date?
 - If sole source, what documentation has been provided?
 - ☐ If on GPO, this has been confirmed within UHC, Novation's or Medasset system
 - ☐ If agency contract, this has been confirmed through Agency Contract list
 - ☐ The most current IHL forms are attached, completed and correct
 - Agenda Item
 - BFA Checklist
 - Certificate of Financial Interest (vendor)
 - UMMC Financial Analysis
 - Hospital Project Financial Analysis (as applicable)

- ☐ The most current version of the SCA is signed and attached or included within the agreement
- ☐ If a BAA is needed, it is signed and attached
- ☐ The agreement states a clear start and end date
- ☐ A termination clause has been included
- ☐ All attachments and exhibits mentioned in the agreement are included
- ☐ Agreement pages are continuously numbered and accounted for (no missing pages)
- ☐ If agreement is a renewal, amendment or addendum, the original agreement has been attached
- ☐ Agreement is not retroactive
- ☐ Agreement does not amend or addend an expired agreement
- ☐ Agreement has not been signed by UMMC; preferably it has not been signed by the vendor either
- ☐ Agreement clearly defines each parties responsibility and the services or goods to be provided
- ☐ Parties names and addresses are correct
- ☐ We are listed as the University of Mississippi Medical Center (not University of Mississippi),
2500 North State Street, Jackson, MS 39216
- ☐ Spelling and grammatical errors have been removed/corrected
- ☐ If a separate set of terms and conditions is referenced (I.e.-as in a link on a vendor's website),
these terms and conditions have been included in the contract packet for review