

CONTRACT SUBMITTER CHECKLIST
Northeastern University Business Review of Contracts

FULL LEGAL NAME OF THE OTHER PARTY: _____

DATE OF THE EVENT (if applicable): _____

Submitter Name: _____ Date Submitted: _____

Department: _____ College/Unit: _____

Phone Number: _____ Email: _____

Additional Contacts: _____

Amount To Be Paid by Northeastern University (if any) _____

Has your area contracted with this party previously? No Yes If yes, attach a copy of the previous agreement.

Complete all sections of this coversheet in order unless the coversheet tells you to stop.

Section A – Purchase of Goods or Services

Yes No

A purchase order should be used instead of another contract if either of the following true:

Goods: The agreement is for the purchase of goods (other than unique or potentially hazardous goods).

OR

Services: The total fee for the service of the service provider, independent contractor, or consultant is less than \$10,000. (*Performers, photographers or videographers are not considered independent contractors or consultants for these purposes. Use the appropriate form of performer agreement or photographer/videographer agreement for Performers, photographers or videographers.*)

If you answer YES to either statement in Section A, STOP. Create a requisition in Banner, and Procurement Services will process your purchase order. For questions or assistance, CALL (617) 373-2135 or VISIT: <https://prod-web.neu.edu/webapp6/Banner/Finance/secure/index.jsp>

Section B – Purchase under a Master Agreement

Yes No

The goods or services you are buying are under a Master Agreement listed on the Procurement Website.

<https://sharepointportal.nunet.neu.edu/NEUSites/Preferred%20Suppliers/SitePages/homepage.aspx>

If you answer YES, STOP. Create a requisition in Banner, and Procurement Services will process your purchase order. For questions or assistance, CALL (617) 373-2135 or VISIT: <https://prod-web.neu.edu/webapp6/Banner/Finance/secure/index.jsp>

Section C – Certain Business Contract Terms

General

Yes NA

| | | | |
|---|--|--------------------------|--------------------------|
| 1 | The contract identifies both parties using their legal names. The legal name of the University is Northeastern University . The name of the College or Department may be added to the name of the University as follows: <i>Northeastern University on behalf of [Insert Name of College or Department]</i> . | <input type="checkbox"/> | |
| 2 | The contract states a beginning and end date. | <input type="checkbox"/> | |
| 3 | Any scope of work clearly identifies the work to be performed by each party and the date by which the work is to be completed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | The contract clearly states the timing, elements and form of all deliverables (if any) to be provided under the contract. | <input type="checkbox"/> | <input type="checkbox"/> |

Payment Terms

| | | | |
|---|--|--------------------------|--------------------------|
| 5 | If payments are to be made TO the University, the contract states the name, address, wiring, or other instructions to which all checks and payments to the University should be sent. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | If payments are to be made BY the University, the contract states the name, address, wiring, or other instructions to which all checks and payments from the University should be sent. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | The contract requires the University to pay money within the University's standard payment terms | <input type="checkbox"/> | <input type="checkbox"/> |

CONTRACT SUBMITTER CHECKLIST
Northeastern University Business Review of Contracts

| | | | |
|----|--|--------------------------|--------------------------|
| | (i.e., NET 35 days). | | |
| 8 | The contract does not provide for payments by the University beyond the current fiscal year. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | If the University is paying funds under the contract, the contract states the maximum amount to be paid by the University. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | If the University is paying funds under the contract, the funding source has been identified and/or secured. | <input type="checkbox"/> | <input type="checkbox"/> |

Attachments

| | | | |
|----|---|--------------------------|--------------------------|
| 11 | The University's insurance requirements have been met and the Certificate of Insurance is attached. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | All exhibits, attachments and other required documents are included with the contract. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | For a professional services agreement, the withholding/W-9 forms are in hand. | <input type="checkbox"/> | <input type="checkbox"/> |

Section D – Other Considerations

Obligations

Yes No NA

| | | | | |
|---|--|--------------------------|--------------------------|--|
| 1 | Funding under this contract is being paid by a corporation or other business entity. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | The contract requires the University or any member of the University community to provide services to the other party. | <input type="checkbox"/> | <input type="checkbox"/> | |

Timing & Renewal

| | | | | |
|---|---|--------------------------|--------------------------|--------------------------|
| 3 | The work required under the contract has been started. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | The work required under the contract is completed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Deliverables required under the contract have been delivered. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | The contract auto-renews for a defined term or terms. | <input type="checkbox"/> | <input type="checkbox"/> | |

Other

| | | | | |
|---|--|--------------------------|--------------------------|--|
| 7 | The contract contains language that states that potentially hazardous or dangerous equipment, materials or compounds will be brought or delivered to the University. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 | The contract contains language that allows or requires the other party to perform services, work or research on the campus of the University. | <input type="checkbox"/> | <input type="checkbox"/> | |

Section E – Template

Yes No NA

| | | | | |
|---|--|--------------------------|--------------------------|--------------------------|
| 1 | The document you are submitting is a NU template agreement. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | The NU template agreement is unaltered and unchanged from the standard form. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you or the other party changed the NU template agreement, indicate what changes or additions were made:

SUBMITTER CERTIFICATION:

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE TERMS OF THIS DRAFT AGREEMENT AND HAVE APPROPRIATE AUTHORITY TO SUBMIT THIS DRAFT AGREEMENT ON BEHALF OF MY DEPARTMENT. I FURTHER CERTIFY THAT THE DRAFT AGREEMENT IS COMPLETE AND INCLUDES ALL EXHIBITS, ATTACHMENTS AND PAGES.

Signed:

Name:

Date:

SUBMIT THE CONTRACT WITH THIS CHECKLIST ATTACHED TO THE APPROPRIATE GATEKEEPER.