

CONTRACT SUBMISSION CHECKLIST

Northeastern University Business Review of Contracts

FULL LEGAL NAME OF THE OTHER PARTY: _____

Submitter Name: _____ Date Submitted: _____

Department: _____ College/Unit: _____

Phone Number: _____ Email: _____

Additional University Contacts: _____

Gatekeeper Name: _____ 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. If no, please complete a Restricted Party Screening for such party. If there are questions on Restricted Party Screening, please contact rps@northeastern.edu.**

Section A – Purchase Order Eligibility

Yes No

Goods: The agreement is for the purchase of goods (other than unique or potentially hazardous goods) and no contract or additional legal terms are required. ☐ Yes ☐ No

Services: The total fee for the service of the service provider, independent contractor, or consultant is less than \$10,000 and no contract or legal terms are required. (NOTE: This statement does not apply to performers, photographers or videographers. Use the appropriate form of performer agreement or photographer/videographer agreement for performers, photographers or videographers.) ☐ Yes ☐ No

If you answer YES to either statement in Section A, the product or service may be procured using a Purchase Order without the need for a contract or review by the Office of the General Counsel. In order for Procurement Services to process your purchase order create a requisition in Banner. For questions or assistance, CALL (617) 373-2135 or VISIT: <http://www.northeastern.edu/purchasing/Banner/index.html>

Section B – Procard (AMEX) Eligibility

Yes No

The total fee for the goods or services is under \$5,000, the vendor is NOT an individual or independent contractor, and the vendor will accept a credit card without the need for a signed contract with the University. ☐ Yes ☐ No

If you answer YES to the above statement in Section B, the product or service may be procured using a Northeastern University American Express Card without the need for a contract or review by the Office of General Counsel. For questions or assistance, CALL (617) 373-2652 or VISIT: <http://www.northeastern.edu/ap/procard/index.html>

Section C – Purchase under a Master Agreement

Yes No

The goods or services you are buying are under a Master Agreement listed on the Procurement Website. ☐ Yes ☐ No
<http://www.northeastern.edu/purchasing/mymarketplace/index.html>.

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: <http://www.northeastern.edu/purchasing/Banner/index.html>

Section D – Contract Information

Yes No

1	The contract involves the transfer or disclosure of personally identifiable information, and/or student or student-related information. (for example, names, addresses, phone #s, NUID#s, SS#s, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2	The contract involves potentially hazardous or dangerous equipment, materials or compounds. If yes, the department should consult with Environmental Health and Services and Risk Services to ensure safe performance under the contract.	<input type="checkbox"/>	<input type="checkbox"/>
3	The contract refers to terms and conditions located on a website (or elsewhere). If yes attach a copy of such terms.	<input type="checkbox"/>	<input type="checkbox"/>
4	The contract involves minors on campus. If yes, the department should consult with Risk Services to ensure compliance with the University's Policy on Programs Involving Minors.	<input type="checkbox"/>	<input type="checkbox"/>

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		Yes	No
5	The contract relates to a political campaign.	<input type="checkbox"/>	<input type="checkbox"/>
6	The contract involves a foreign vendor (or the foreign office of a vendor) or performance outside of the U.S.	<input type="checkbox"/>	<input type="checkbox"/>
7	The contract refers to or involves the use of information, items or technology that are subject to export control laws or that relate to national defense, explosives, space or encryption.	<input type="checkbox"/>	<input type="checkbox"/>
8	The contract involves construction or renovation activities, architectural services or engineering services with respect to University facilities.	<input type="checkbox"/>	<input type="checkbox"/>
9	The contract requires the University to pay more than \$1,000,000.	<input type="checkbox"/>	<input type="checkbox"/>

If any of questions 1-9 are marked “yes,” skip Section E, complete Section F, and submit this checklist and the contract to the Office of the General Counsel (OGC) for review.

Section E – University Contract Template Information

		Yes	No
10	Questions 1 through 9 are each answered “no”	<input type="checkbox"/>	<input type="checkbox"/>
11	The document you are submitting is one of the following NU template agreements:	<input type="checkbox"/>	<input type="checkbox"/>
	Athletics Sponsorship Agreement Master Professional Services Agreement Clinical Affiliation Agreement Master Service Provider Agreement Equipment License Agreement Mutual Nondisclosure Agreement Facilities Use Agreement Performer Agreement Filming Access Agreement Photographer/Videographer Agreement Gallery 360 Agreement Professional Services Agreement (short or long form) Gift Agreement Revocable License Agreement for Use of Space Lab Testing Agreement Service Provider Agreement Lab Equipment and License Agreement Sporting Event Agreement Law Journal Publication Contract Student Exchange Agreement CSSS Service Agreement Massachusetts Promise Fellowship Agreement Alumni Center Rental Agreement FERPA Confidentiality Agreement Student Confidentiality Agreement Talent Agency Release Agreement		
12	The NU template agreement is unchanged from the standard form, and no additional legal terms (i.e., non-business terms) are included in any attachment or exhibit.	<input type="checkbox"/>	<input type="checkbox"/>
13	All blanks within the template are filled in with all necessary and appropriate information.	<input type="checkbox"/>	<input type="checkbox"/>
14	The University’s insurance requirements set forth in the template have been met. If available, please include the vendor’s Certificate of Insurance.	<input type="checkbox"/>	<input type="checkbox"/>

If questions 10 through 14 are each answered “yes”, complete Section F and send the checklist and contract directly for signature. You do not need to send it to the OGC for review. If any of questions 10 through 14 are answered “no,” complete Section F and send the contract and checklist to the OGC for review.

Section F – Additional Notes and Signature

Additional Notes (If the contract is a modified NU template agreement, please note the changes to the template in this section or include a markup showing the changes):

SUBMITTER Signed: _____ **Name:** _____ **Date:** _____

GATEKEEPER Signed: _____ **Name:** _____ **Date:** _____

Upon receipt of the signed contract, keep this checklist and, if applicable, the Office of the General Counsel cover sheet with the signed contract.