

URIC VENDOR CONTRACTS REVIEW

Standard Operating Procedures

OVERVIEW

The purpose of this document is to briefly outline to process for University Research Institutes and Centers to submit vendor contracts (e.g. catering, hotel, service agreements, etc.) for review and signature by an authorized official that has been delegated authority to review and sign contracts on behalf of the University. See the Relevant Links listed below for Northwestern policy.

- Preferred vendors are versed in the University requirements and conditions related to contracts, streamlining review and reducing risk, and should be used whenever appropriate.
- Terms & conditions that match existing agreements with the institution do not need OGC review.
- Signature of contracts does not include approval of policy exceptions. Please check NU policies should any costs require a policy exception form.
- To ensure the timeliest review, utilize any standard riders and engage preferred vendors whenever appropriate. In the cases of unusual or complex contracts, allow for ample review and response time.
- Unusual or complex agreements require additional processing and review time by the Office of General Counsel.
- Please note: All contracts must be complete, leaving no blanks and ensure it is ready for signature, with all edits accepted and comments removed.
- Units engaging consultants for branding and marketing must ensure agreements adhere to Northwestern University Office of Global Marketing and Communications brand identity rules and guidelines. Agreements should include a statement to this effect, e.g., Development of the product (marketing strategy) will adhere to Northwestern University Office of Global Marketing and Communications brand identity rules, guidelines including, approved used of wordmarks, fonts, colors, domain, print, digital, and other communications platforms.

ALL CONTRACTS

For all contracts needing OR signature, including hotel and catering services, please utilize the [Signature Request Non Proposal Form](#). Each unit is able to complete and submit the form directly or request URICA to submit on their behalf. If the latter, please email the URICA Business Administrator.

You must include responses to the following areas in the email, along with the original contract document for signature.

1. Deadline
2. Description
3. PI Name [No PI-Enter your dept abbreviation]
4. Agreement Start Date
5. Agreement End Date
6. Total Cost
7. Funding Source (chartstring(s))
8. Is this a renewal?

9. Are there Terms & Conditions?

- T&C paragraphs on location of applicable laws should be deleted and or updated to Illinois or undergo further review.

10. Does the agreement include any of the following: Animal Research, COI, Data Security, Human Research,

IP, International Partnerships, OECC OFAC, additional Risk Management, Website or IT related services,?

- Please confirm your unit is aware of NU policies related to answers to question 11, add links to OGMC, NUIT, and other OR/NU compliance offices listed.-

Once signed by Northwestern and Partner, please send fully executed copy to URICA Business Administrator (Harshika Kanwar) for records.

CONTRACTS FOR HOTEL & CATERING

Below are required documents needed when submitting a Hotel and Catering service contract.

		URICA Reviews and Signs		
Contract Type	Preferred Vendor	Event Contract/Agreement	COI	NU Event Rider
Drop- Off Catering	Yes			
	No			
Catering with service and/or alcohol	Yes	X		
	No	X	X	X
Hotel Room(s) Reservation	Yes	X		
	No	X		
Events at Hotel	Yes	X		X
	No	X	X	X
Events at Restaurant	Yes	X		X
	No	X	X	X
Events at Venue/Rental Space	Yes	X		X
	No	X	X	X

RELEVANT LINKS

- [Office of General Counsel: Contracts Review and Approval](#)



- [Office of General Counsel: Contract Signature Authority](#)
- [Procurement and Payment Services: Benefits of Using Preferred Vendors](#)□
- [Core Facilities Administration: Outgoing Service Agreements](#)□ Core Facilities Administration (CFA) provides guidance on establishing service agreements with outside institutions. Contact: [Andy Ott](#)