

Contract Summary Term Sheet

Date Submitted:

REQUESTING ENTITY

Campus :	Department:
Campus Contact:	Contact Telephone:
Contact Email Address :	

CONTRACTOR/VENDOR INFORMATION

Vendor Business Name:	Type of Agreement:
Business Address:	
Business Email Address:	

CONTRACT/PROJECT DESCRIPTION

Purpose and Summary of Contract :	
What is the rationale for not bidding this agreement?	
Justification/How does this Contract promote the Campus Strategic Plan & UA System's Core Principles?:	
Contractor Selection Process/Explain how the offered price was determined to be a reasonable one?	
Initial Contract Term:	Contract Dates:
Contract Amount: \$	Funding Source for Contract:
Renewal Term(s) if applicable:	
Financial Terms of Contract:	
Total Cost of Contract to Campus: \$	
Campus Early Termination Option(s):	
Other Non-financial Obligations Imposed on Campus:	

REQUIRED APPROVALS/ASSURANCES:

Has this Contract been reviewed and approved by Legal Counsel?	Y/N	Date:
Has this contract been reviewed and approved by Campus President and/or his Designee?	Y/N	Date:
Does this contract require a counter-signature as prescribed by Board Rule 406.II?	Y/N	Name:
Is Signed Vendor Disclosure Form provided indicating no conflicts of Interest? (Vendor Disclosure Form must be less than one year old)	Y/N	
Are you aware of any actual or perceived conflicts of interest related to this agreement or vendor?	Y/N	
Does this vendor have any other Contract(s) with Campus?	Y/N	
If yes, please list Contract(s) (Dates & Amounts only):		
Please list other higher education clients, if any, the vendor had contract(s) with during the past five years.		
Please list other organizations in the State of Alabama the vendor had contract(s) with during the past five years.		