



# Review Process for Non-IT Purchasing Contracts

## Overview

The review process for non-IT contracts<sup>1</sup> (e.g., service agreements, quotes, estimates, proposals, terms and condition documents, etc.) is administered by Purchasing Services through the [Footprints System](#).

Departments enter contract review requests directly into Footprints where Purchasing Services' Contract Analyst conducts the review. Purchasing generally needs two to four weeks to review and approve a new pending contract, based on the volume of incoming contracts and the general procedure to review contracts as they are received.

- 1) Departments receive email updates throughout the review and will always know the status of their contract throughout the process.
- 2) Footprints allows other individuals in your department to be added so they receive email updates in the event of vacations, leave of absence, or just to be kept informed.
- 3) Additional information or documentation may be added to the Footprint at any time by clicking "reply" on the Footprint email. All comments and attachments are gathered collectively and added to the Footprint.
- 4) Future inquiries about a contract are easy to make. A search by Supplier name will instantly find the history of the review.
- 5) When necessary, Footprints allows other departments to review or provide feedback, while maintaining all information in one place.
- 6) As a time saver, departments no longer need to attach the Purchasing Contract Analyst's email-approval as a pdf to the requisition. Once the Footprint is complete, merely reference the Footprint Issue # in the requisition comment section.
  - a. **\*ABSC customers:** Be sure to forward the Footprint # and supplier-signed contract to the ABSC in order to create the requisition.

## Resources (UVM authentication required)

- [Purchasing Contract Review Footprints](#)
- [IT Contract Review Process](#)

Contact [Purchasing Services](#) or 656-6610

---

<sup>1</sup> Note that *IT-contract reviews* will continue to be initiated by departments through [Technology Review](#)



**START**

SEARCH [ ] Advanced You are in the **Purchasing Contract Review** workspace.

Home New Request Globals Reports Knowledge Base

SAVE Help

**Submit a new Request**

**Supplier Name(s)\***  
Mickey Mouse - LLC - Services Agreement or Contract or Quote or Terms and Conditions

**Expected Contract Start Date\***  
Mon Day Year  
10 01 2019  
current date

**New Contract or Renewal?\***  
New Contract

**Method of Payment\***  
Requisition

Enter Supplier Name and type of contract and complete the other 3 required questions.

**Your Personal Information**

netid: nguillet  
Last Name: Guillette  
First Name: Natalie  
Department: Purchasing  
Email address: Natalie.Guillette@uvm.edu  
Office Phone: 656-6610

**Contract Information\***

**Contract Type\***  
Services

**UVM Template used?**  
Yes and less than \$5,000 with special terms for review. Attach

**Length of Contract/End Date\***  
2 years - September 30, 2021

**Main Contact Name**  
Faculty, PI, Business if different from person above

**Main Contact Email or Phone #\***

**\$ Value\***  
\$10,001 to \$25,000 - Sponsored Projects require either a Qu

Select "Contract Type" in dropdown menu, then answer questions that appear for that contract type.

Based on total spend of contract, additional information and forms will be noted to include.

**Contract Details\***

**Description of Contract and Additional Information\***

Hello,  
Please review the services agreement for Mickey Mouse LLC, attached in a Word document.  
All other required forms are attached for the procurement of this service/product.  
\*- IC vs Employee Determination form  
\*- Quotation Evaluation form or Single Sole Source Justification form  
\*- RFP# or UVM Contracted Supplier with Consortium name & contract #  
\*- Alcohol Approval form, Catering waiver, Certificate of Insurance, Licensing approval, etc....

Add any necessary information here that will assist in the contract review process.  
Include a list of documents attached to confirm receipt.  
Any other details that will speed up the review process.

**Attachments**

Please attach an editable copy of the contract/quote/agreement you wish to have reviewed.

Attach Files

Last Attachment: successfully attached Service Agreement 2019 UVM (UVM Edits - 8-16-19).docx [30 KB].

Attach all documents necessary for review. (Please be aware of file sizes)  
Can add multiple attachments. Use clear identifiers in file names.

**Notifications**

**Additional Email Notifications**

Addresses: Business Person, Faculty Member, Other...]

If you would like additional UVM employees to receive emails or updates, please add email address. For multiple emails - leave a space between addresses. If you will be on leave, you can add a supervisor or person covering for you.

**Finished - Click Save**

SAVE

Click **SAVE**. If any required fields are incomplete, an error message will appear requesting the field(s) be completed before proceeding and clicking **SAVE**.

Once saved, the page will note your Footprint was successfully submitted and provide you a Footprint **ISSUE** number for future use and reference.