

Contract Submission Cover Page

This cover page should be completed and submitted with the applicable contract documentation requirements to CampusPartners@du.edu for submission through the necessary review channels. Contracts requiring submission for review include, but are not limited to: performance agreements, licenses, Memoranda of Understanding, and invoices/quotes with terms and conditions. All contract types must be submitted for authorization prior to any event or agreement of services.

Submitting Unit Details:

DU Division/Department- _____

DU Contact Name- _____

DU Contact Email- _____

Contract Summary:

Vendor Name- _____

Vendor Contact Name- _____

Vendor Contact Phone- _____

Vendor Contact Email- _____

Contract Purpose/Summary-In this explanation, assume that those reviewing these details do not have any precursory knowledge of the agreement. Include all essential details (deliverables, timeline, payment details, cancellation/contract term details, etc.) This section is particularly important for understanding agreement terms when a scope of work is not provided.

Contract Start Date-

Contract End Date-

Total Contract Amount-

Contract Amount by Year (i.e. \$1000 in year 1, \$800 in year 2, etc.)-

Budget (FOAP/org)-

Does this contract require written notice for termination?

Yes

No

Contract Documentation Requirements Checklist:

The items in this list are required for submission, along with this form, to CampusPartners@du.edu. To ensure minimal delays in the review process, all items (1-7) must have an appropriate selection checked.

- 1. Vendor terms and conditions and statement of work (SOW) as applicable (*all documentation from vendor*)
 - N/A- Vendor doesn't have standard terms. I am requesting that the University of Denver draft a contract and/or independent contractor agreement based on the information outlined in attached document titled _____ . (Your attachment does not need to be a formal agreement, but should include deliverables/services to be provided, deadlines, and any other terms that should be included in the contract.

- 2. Vendor Certificate of Insurance (COI) (requirement details may be found [here](#))
 - COI has been requested from vendor and will be forwarded once received
 - N/A- Explanation required: _____

- 3. [Regulatory Compliance Questionnaire](#)
 - N/A- I have reviewed the personal data definition and this contract does not impact personal data (*Form is required if vendor will have access to any personal data. See form for more details.*)

- 4. [Technology Review](#)
 - (Form is required for all technology-based business/admin applications.)*
 - N/A- This is not a technology purchase
 - N/A- This is a contract renewal and a technology review has already been completed

- 5. Bid documentation
 - (Two quotes are required for purchases between \$5,000 and \$25,000 and three for purchases above \$25,000. If the purchase can only be obtained from a single source, an email or memo describing the situation may fulfill this requirement. See [Obtaining Quotes](#) and the [DU Procurement Policy](#) for more information.)*
 - N/A- Contract is less than \$5,000 and multiple bids are not required
 - N/A- I've attached an email or memo explaining why multiple bids have not been provided

- 6. Email correspondence relating to the contract
 - (any emails providing additional contract details or clarification)*
 - N/A

- 7. Are you aware of any prior or existing contracts with this vendor (with your unit or otherwise)?
 - Yes
 - No
 - If yes, please note any context (i.e. contract number or contract details) if known: