

**OGC CONTRACT REVIEW FORM**  
**Purchasing Goods & Services**

First, review the [Entering Into Contracts Policy](#). Then, simply tab from field to field and fill in applicable information. **Contracts will not be entered into the legal queue to review until this form is completed in full and a WORD version of the agreement is received.** When completed, email (i) **this form**, the (ii) **WORD version of the agreement** to be reviewed, and (iii) **any other attachments** to the OGC at [ogcpurchasing@umn.edu](mailto:ogcpurchasing@umn.edu).

**Vendor's Legal Name:**

**Requester Name:**

**Vendor's Address:**

**Requested on Behalf of:**

**City, State, Zip:**

**Contract Price:**

**If over \$50,000 contact - STOP - contact Purchasing Services before submission**

**University Unit/Dept. Name:**

**Contract Term/Length:**

**University policy requires the use of University terms & conditions (available in the [University Contracts Library](#)) in all but exceptional circumstances (exception: contracts for software may use vendor's template). The department/unit should *insist* that University terms be used, it will be faster and is in the best interest of the University. If a vendor needs to redline our template, redlinable versions are available in the University's Contracts Library. As a last resort, the OGC will redline a WORD version of the vendor's template agreement and return a first draft within 3 - 4 weeks.**

**University Terms & Cond.**

**Other Party's Form Agreement**

**Details of the purchase of goods or services, scope of the service, details on any data being shared or stored, and any other important information or concerns. (if additional space is needed please provide additional details in your submission email)**

**THE FOLLOWING CHECKLIST MUST BE COMPLETED IN ITS ENTIRETY**

We have reviewed the business terms in the contract (ex. price, term, warranty, deliverables, timeline, administrative requirements, etc.). We have noted any changes or questions/comments for the vendor, or OGC, in the document.

If this is a contract for services, we have reviewed the Scope of Work/Statement of Work ("SOW") for completeness and accuracy.

If a SOW was not provided by the vendor, please notify OGC for guidance.

The goods we are purchasing are not available through [U-Market](#).

We have checked the [University-Wide Contracts](#) for the goods or services.

**If this contract involves IT services, or is a software subscription or license:**

We have reviewed the [Information Security Questions](#) and contacted [infosecurity@umn.edu](mailto:infosecurity@umn.edu) based on results if necessary.

We have determined the [University's Hosting Services](#) will not fill the need for this contract or license.

We have checked with the [Technology Advisory Counsel \(TAC\)](#) and no University product already in use will meet our needs.

I have actively insisted that the vendor accept the University's standard terms and conditions.

Does the vendor provide similar services to any other department at the University. (Ask vendor and if yes, please provide details above.)

**Does your contract involve the following?** For all checked boxes use the contact to discuss your agreement before OGC submission. Please note any information or contract edits provided by such contact in the box above or within the agreement.

Processing, transmitting, or storing credit or debit card information for customers - contact [pmtcard@umn.edu](mailto:pmtcard@umn.edu)

Use, storage, or transmission of Healthcare Information or Healthcare Records - contact [ljketo@umn.edu](mailto:ljketo@umn.edu)

FISMA or NIST 800-171 Compliance requirements - contact [infosecurity@umn.edu](mailto:infosecurity@umn.edu)

Changes or edits to University insurance - contact [orm@umn.edu](mailto:orm@umn.edu)

Real Estate (lease, purchase, or use of) - contact [reo@umn.edu](mailto:reo@umn.edu)

Use of University's trademarks or logos - contact [urelate@umn.edu](mailto:urelate@umn.edu)

Import or Export of goods, software, or intellectual property - see <http://policy.umn.edu/research/exportcontrols>

University is providing goods or services to an external party - External Sales - see <http://policy.umn.edu/finance/externalsales>

Private use of University property - see [University Tax Management](#)

Human Subject Research - see [www.irb.umn.edu/](http://www.irb.umn.edu/) or Animal Research - see [www.research.umn.edu/iacuc/](http://www.research.umn.edu/iacuc/)

Use of Federal Funds or Grants- see [Sponsored Projects Administration](#)

University of Minnesota Extension - contact Madonna Monette at [m-mone@umn.edu](mailto:m-mone@umn.edu)

This contract involves student data under FERPA. If yes, explain the type of student data and what the vendor will do with it.

This contract involves fetal tissue research, human subject research, animal research, or other questions of public interest or public policy or impact on the University's mission. If yes, please explain: