

# CAMPUS PARTNERS CONTRACT TRAINING

AN OVERVIEW OF THE CONTRACT COVER SHEET

# AGENDA

- Introduction
- Campus Partners Website
- Contract Submission Cover Page
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# INTRODUCTION

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## Campus Partners Business Office

- Shared Services Center Department
- Supports approx. 15 divisions
- Team:
  - Tammy Schneider, Director
  - Ashley Blumenauer, Manager
  - Sandy Burke, Business Officer
  - Faith Rose, Business Officer
- [CampusPartners@du.edu](mailto:CampusPartners@du.edu)

## Who is with us today?

### Tell us:

- Name
- Department
- Title
- How long you've been with DU

# CAMPUS PARTNERS WEBSITE

[HTTPS://WWW.DU.EDU/SHAREDSERVICES/CAMPUSPARTNERS/INDEX.HTML](https://www.du.edu/sharedservices/campuspartners/index.html)

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- Shared Services Center > Campus Partners Customers

A screenshot of the Shared Services Center website navigation menu. The text "Shared Services Center" is highlighted in a black box. Below it, a horizontal navigation bar contains several menu items: "HOME", "ABOUT US", "CONTACT US", "SERVICES", "PARTNERS", "CUSTOMERS", "FAQ", "NEWS", "EVENTS", "TRAINING", "RESOURCES", "LINKS", "SEARCH". The "PARTNERS" and "CUSTOMERS" items are highlighted in red. The background of the navigation bar is a colorful, abstract pattern of horizontal lines in red, blue, green, and yellow.

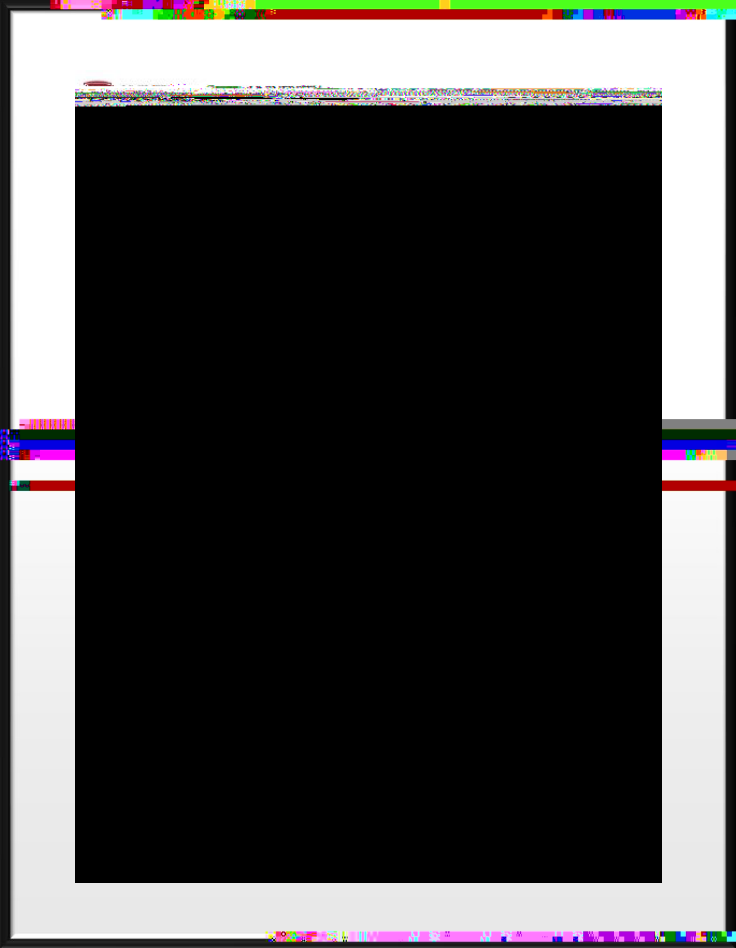
- Campus Partners Team
  - Forms and Resources: Contract Submission Cover Page and Manual
  - News & Announcements: Newsletters
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- A decorative graphic at the bottom of the slide showing a wooden floor with horizontal planks in various shades of brown, tan, and yellow.

# CONTRACT SUBMISSION COVER PAGE

PAGE 1

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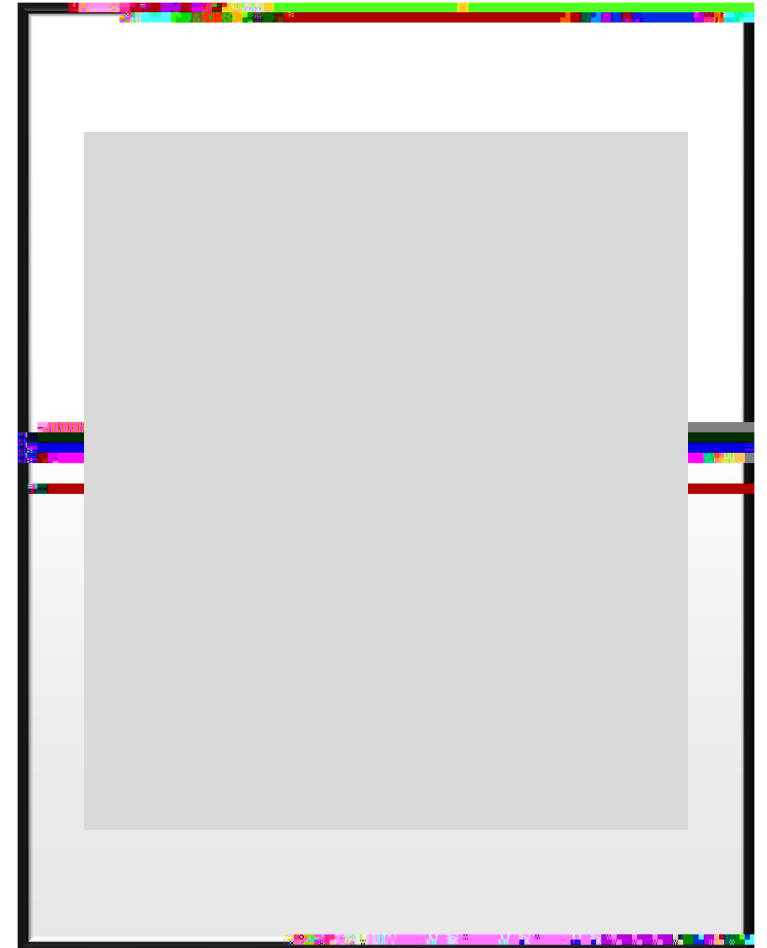
# CONTRACT SUBMISSION COVER PAGE

PAGE 2

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Markable Checkboxes:

- Contract Documentation Requirements Checklist
- Summary of submission and review process



# CAMPUS PARTNERS COVER PAGE MANUAL

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- What is the Campus Partners Business Office? ([Introduction](#))
- [What is a Contract: When Should the Cover Sheet be Used?](#)
- Contract Submission Cover Sheet Overview:

[Submitting Unit's Details and Contract Summary](#)

[Vendor Terms and Conditions and Statement of Work](#)

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# HOW TO GET STARTED

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## *Contract Owner Workflow for Requesting Required Materials:*

1. **Request for Information**
2. **Provost Pre-Approval**
3. **New Tech Review**
4. **Gather contract, COI, and any other applicable requirements**
5. **Finalize cover sheet**
6. **Submit to Campus Partners**

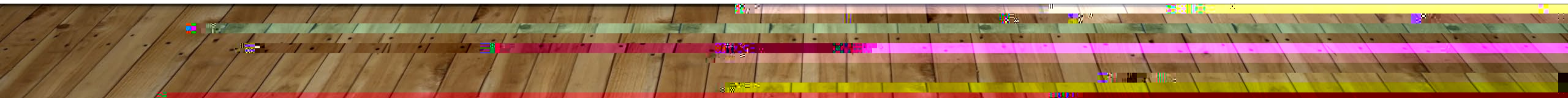
# BID DOCUMENTATION

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- Contract Bidding Requirements:

Amount		

- If the purchase can only be obtained from a single source, an email or memo describing the situation may fulfill the bid requirement
- Bidding Exemptions: current University contracts



# PROVOST PRE-APPROVAL

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- Provost pre-approval is required for expenses totaling \$5,000 and above:

Complete first page of the cover page and email to [CampusPartners@du.edu](mailto:CampusPartners@du.edu)

Campus Partners has a procedure to streamline expense approvals through the Provost Office.

- Upon receipt of the approval, you may proceed with obtaining the remaining information from the vendor and the completion of the form for final submission

# CONTRACT SUMMARY

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- Contract Purpose- Include all essential details: what is the product or service and why is the product or service necessary?
- Contract Start and End Date
- Contract Total and Total by Year
- Budget/FOAP (fund and org)
- Contract Termination Requirement- Keep any termination requirements in mind throughout the contract term and inform Campus Partners immediately if any action is necessary

# TECHNOLOGY REVIEW

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- [Tech Review Form](#) is required for all technology-base applications
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# VENDOR TERMS AND CONDITIONS AND STATEMENT OF WORK

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# CERTIFICATE OF INSURANCE AND REGULATORY COMPLIANCE

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- Always ask for the vendor to provide their Certificate of Insurance (COI) with the University of Denver named as an additional insured party
- Contact [Risk@du.edu](mailto:Risk@du.edu) with any COI questions
- [Regulatory Compliance Questionnaire](#) is required if the product/service covered by the

# MISCELLANEOUS REQUIREMENTS

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Remember to assume that those involved in the review of the contract do not have any precursory knowledge of the agreement, including Campus Partners

- Gather any supplemental details/documents
- Include Any relevant email correspondence: with vendor, between departmental leadership, etc. that provide additional contract details or clarification



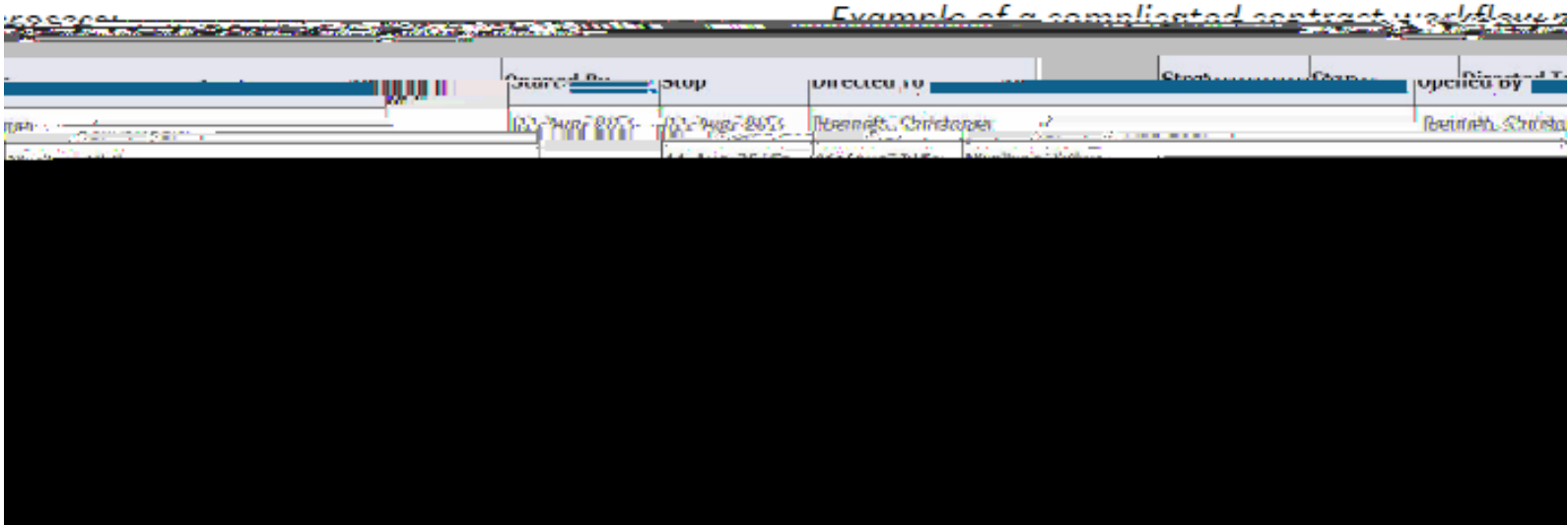
# FORM SUBMISSION AND REVIEW PROCESS

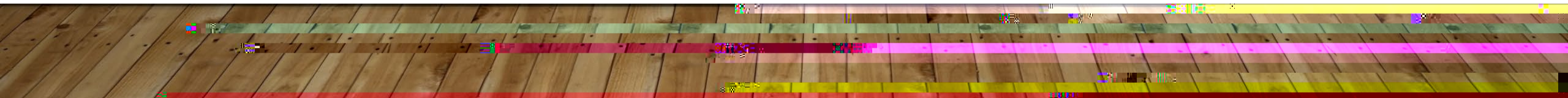
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If Campus Partners submits contracts into Workflow on your behalf, submit the cover sheet with all applicable documentation to

[CampusPartners@du.edu](mailto:CampusPartners@du.edu)

*The time frame for completion of the review process is dependent on the number of units that must review the agreement (i.e., the number of units that must review the agreement). Factors, including how many units must review the agreement (i.e., the number of units that must review the agreement) and the complexity of the agreement, may affect the review process. Submit the information as soon as possible. It is never too late to submit a contract!*





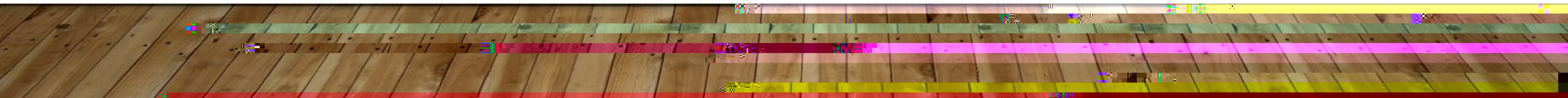
# HOW TO SAVE TIME IN THE FUTURE

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## PLAN AHEAD!

IT IS NEVER TOO EARLY TO SUBMIT A CONTRACT!

USE CAMPUS PARTNERS AS YOUR BUSINESS OFFICE SUPPORT SYSTEM!

- In April-May of each year, gather any materials for contracts and POs planned in the following fiscal year (July-June)
  - Think about contracts that are repetitive, those that renew on a yearly basis, and any forthcoming events
  - Request pre-approval for expenses to total \$5,000 and above during the planning process
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# CONTRACT RESOURCES

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[SSC Knowledge Base](#)

