

JSU LEGAL – CONTRACT INTAKE REVIEW FORM

This form should be completed and attached to any contract with an outside vendor that needs legal review/approval. This form **does not** need to be completed for the following types of contracts: 1) contracts with other governmental entities; 2) internship or clinical site agreements; 3) gift agreements. **IT IS CRITICAL THAT YOU INFORM THE OTHER PARTY THAT ALL CONTRACTS ARE SUBJECT TO LEGAL AND FINANCE APPROVAL AND THAT YOU DO NOT HAVE THE AUTHORITY TO SIGN CONTRACTS ON BEHALF OF JSU.**

If possible, **please ask the vendor to provide a word version of the contract you are asking legal to review.** This is not necessary for renewals of previous agreements, order forms or invoices. While every contract is reviewed individually, there are certain principles that are applied to almost all of our contracts. Specifically, JSU will not agree to:

1. Any law applying other than the laws of Alabama;
2. Litigate any dispute in any venue other than Calhoun County, Alabama;
3. To any arbitration provision; or
4. To indemnify the other part to the contract.
5. Terms and conditions that are web linked instead of attached.
6. Auto-renewal provisions or automatic price increases.

It is helpful if you can have the vendor remove any such provision to the contract.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Name and contact information for the JSU party requesting approval:
Name: _____
Title: _____
2. Who is the other party to the proposed contract: _____
3. Who drafted the contract: _____
4. Is this a new contract or a modification or renewal of an existing contract?
New: ____ Modification: ____ Renewal: _____
5. Brief description of the goods or services the vendor is providing?

6. Dollar amount of the contract: _____
7. Proposed term of the contract: _____
8. Describe in detail what you have done to negotiate the best price with the vendor and the results of those negotiations: _____

9. Have we sought pricing from competing vendors? ___ Yes ___ No

10. Please include any other information that it would be helpful for legal to know? _____

10. Does this contract have to be bid? _____. If the contract is subject to bid law, please attach the vendor's response to the bid.

11. What is the funding source for the contract and have the expenditures of the funds called for in the contract been properly approved? _____

12. Have you read the contract? _____.

13. Is this a reputable vendor: _____

14. What JSU employee will have responsibility for making sure that JSU complies with its contractual obligations and the other party performs? _____

Acknowledgement: I have primary responsibility for the contract from inception to completion of the transaction. I have read, fully understand and agree with the business aspects of the attached contract. I am submitting the draft contract to the General Counsel for legal review.

Printed name of responsible party: _____

Signature of responsible party: _____