

Contract FAQ

What contracts require OGC review?

The following contracts must be reviewed by OGC BEFORE they are signed.

1. Contracts for goods or services for \$10,000 and more UNLESS you are using an unmodified standard university/OGC agreement.
 - a. What is an unmodified standard university/OGC agreement?
 - i. OGC approved affiliation agreements and externship agreements
 - ii. Agreements posted on the OGC website
2. Any contract (no matter the dollar amount) for software, cloud or web-based services and web-based applications.
3. Standard university/OGC agreement IF revisions to the terms have been made. E.g. an OGC approved affiliation agreement with a hospital facility and the facility has asked to delete or revise any term of the agreement.

What contracts DO NOT require OGC review?

1. Contracts for goods or services under \$10,000 UNLESS the good or service is IT-related.
2. Faculty appointments.
3. Grant contracts and subawards.
4. Standard university/OGC agreements for any amount UNLESS revisions to the terms of the agreement have been made.

How do I submit a contract for OGC review?

1. Complete, sign and submit a Contract Processing and Approval Form (CPAF), the unsigned contract and the Bid Exception Form, if required (check with the Office of Purchasing) to generalcounsel@marquette.edu
 - a. Contracts and CPAFs must be submitted to OGC at least TWO WEEKS before contract approval and signature are needed.
2. Before submitting a contract and CPAF to OGC, you must review all business terms (e.g. cost, deliverables and deadlines) and Statements of Work to ensure that they are complete and correct.

What happens after I submit the unsigned contract and CPAF to OGC?

1. The contract will be assigned to an attorney in OGC who will review the contract as to its legal form.
2. OGC will inform you of any necessary or recommended changes to the contract, and will assist in negotiating and finalizing those changes.
3. OGC will then approve the contract, as to its legal form, and will digitally sign/approve the contract. OGC's signature is a stamp of approval, it does not mean that the university has signed and finalized the contract.

What happens after OGC approves the contract? Who actually signs the contract?

1. Once OGC approves the contract, OGC will send the approved, as to form, contract to the appropriate signatory to sign the contract and copy you on that email.
 - a. Who is the appropriate signatory?
 - i. See UPP 1-06 Contract Review and Approval

I received the Marquette signed contract from the appropriate signatory. What do I do now?

1. You will need to send the Marquette signed contract to the counter-party (the person or entity you are contracting with) for them to sign and ask them to return a fully signed copy of the contract to you.
2. Keep a fully signed copy of the contract for your department's records. OGC does not keep copies of contracts. You are responsible for keeping the fully signed contract!