

Purpose:

The Department of Contract Management Services reviews and drafts agreements, makes recommendations to university stakeholders, and guides the negotiations upon request. All contracts, commitments, and terms and conditions involving the purchase of goods, services, software, leases, or any other university expenditures should be reviewed either by Contract Management Services or the Office of the General Counsel.

Contract Management Services does not “approve” or sign contracts but instead, through discussion with university stakeholders, aims to reduce risk to the institution, while meeting organizational objectives and policy. Contracts that require review of the Office of the General Counsel or other University stakeholders will be referred to the appropriate department.

Below is a non-exclusive list of agreements that Contract Management Services regularly reviews:

- Master Services Agreements, including work orders
- Statements of Work
- Independent Contractor Agreements
- Product/Equipment Supply Agreements
- Software License Agreements (SaaS)
- Consulting Agreements
- Digital Marketing Agreements
- Event Space Agreements
- Catering Agreements
- Moveable Property Leases (i.e., Equipment)
- Non-Disclosure Agreements
- Terminations for Convenience
- Amendments
- Credit Applications
- Recruiting/Staffing Agreements

All other contracts must be reviewed by the Office of the General Counsel. Depending on the subject matter, contracts may require review by another office.



Quick Reference Guide: Contract Management



To initiate a contract review request, complete the Contract Management Services Request Form (see below) and send to contractsupport@tulane.edu.

Generally, a thorough review may take up to 30 days depending on current volume from the time of submission to the time of execution. However, some contracts may require more consideration, and others may be expedited.

Contracts involving hosted software platforms may require review by the Information Security Office.

Contracts that include insurance requirements may require review by the Office of Enterprise Risk Services.

For questions about procurement, please contact procurementservices@tulane.edu.

Contacts:

Contract Management Services
Curran "Hank" Greenberg, Contracts Manager
contractsupport@tulane.edu

Office of the General Counsel
<https://counsel.tulane.edu>

Information Security Office
<https://it.tulane.edu/information-security>

Office of Enterprise Risk Services
<https://risk.tulane.edu>

**Tulane University
Contract Management Services Request Form**

1. Tulane Business Unit or Department making the request:

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2. Contact information of the budget manager for the request:

Name:	Email:
Title:	Phone:

3. Full legal name of the second party to the contract:

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4. Point of contact for the second party:

Name:	Email:
Title:	Phone:

5. Does Tulane have an existing relationship with the second party? Yes No Unknown

6. Please state whether the Tulane Business Unit is:

providing or receiving goods or services under this contract (check all that apply).

7. Please describe the subject matter and purpose of this contract:

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8. If purchasing goods or services, have any alternative providers for these goods and/or services been considered? Yes No

9. Will the second party be performing any work on Tulane property? Yes No

Please explain:

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10. Will the second party access Tulane networks, systems, or data? Yes No

Please explain:

11. Please describe the type(s) of data that Tulane will be providing to the third party (e.g., FERPA, HIPAA/PHI, PCI, research data, personal contact information, email addresses, phone numbers, etc.):

12. Please provide a dollar amount associated with the contract. \$ _____

Is this amount: fixed, an estimate, not-to-exceed?

Please describe the payment terms (e.g., milestones, monthly, time-and-materials):

13. Please state the anticipated start date for the contract (must be an exact date at least four weeks after the date submitted). _____

If expedited review (< 4 weeks) is requested, please explain the reason for urgency:

14. Please email this form and any contract documents to contractsupport@tulane.edu.