

UNIVERSITY OF NEBRASKA

ADMINISTRATIVE REVIEW AND APPROVAL OF UNIVERSITY FACILITIES CONTRACTS PROCEDURES

UNFP 6.3.1.1

I. Reference and Application:

- A. On November 7, 2008, the Nebraska Board of Regents (BOR) amended the policy for Administrative Approval of University Contracts, RP-6.3.1.
- B. Application: The procedures apply to contracts for:
 - 1. Licensed professional services selected according to RP-6.3.2.3, or
 - 2. Construction contracts \$2,000,000 and above. or
 - 3. All other contracts for professional programming services, licensed professional services, and capital construction projects with fees below the thresholds set in I.B.1 and I.B.2 above.

II. Objectives and Limitations:

- A. The objective of these procedures is to provide guidelines necessary to comply with Board policy (RP-6.3.1) *Administrative Approval of University Contracts*, to protect the interests of the BOR, and provide a uniform and effective way to process contracts described in I.B above.

III. Definitions

- A. See Regents Policy 6.3.1.3 for contract related definitions.

IV. Procedure

- A. Contract Review: All contracts under section I.B., above, will be reviewed by the respective Campus Chief Business Officer, or designee. Legal review for contracts under I.B.3 may be obtained by forwarding the contract and supporting documents to the university's General Counsel.

In addition, all contracts under section I.B.1 and I.B.2, above, will be reviewed as outlined in IV.B, below.

- B. Legal Review and Contract Checklist: For contracts under section I.B.1 and I.B.2 above, legal review will be obtained by the university's General Counsel and Chief Facilities Officer.

Prior to contract execution, complete the applicable contract checklist, for the contract described in I.B.1 & I.B.2, above, indicating that identified tasks are complete. Checklist contents to be determined by the Chief Facilities Officer and/or General Counsel, or their designees.

Submit the checklist with the contract, certificate of insurance, and, for construction contracts, the owner's protective bond, and other required documents, to the General Counsel or designee, and the Chief Facilities Officer or designee for review and

signature. After review of the contract, the checklist will be signed and the checklist and contract returned to the respective campus.

After receipt of the signed checklist, the campus will complete contract execution.

- C. Execution and reporting will be in accordance with Regents Policy (RP-6.3.1) Administrative Approval of University Contracts.