Please access the Contract Routing Submission Form via the following link: https://app.smartsheet.com/b/form/2c292df201254b67bd0fd71c086d6efa

Please follow the below instructions to complete and submit this form.

1. UWG Contact Information
   a. Please include the contact information for either the person submitting this form or the contract owner. This is to make sure The Office of Legal Affairs and/or any other potential approving departments can contact the contract owner if they have questions or need further information.
   b. Contract Name
      i. Example:
         1. Software Purchase - Xitracs,
         2. Grant Consultant - Historical Preservation Services,
         3. Visiting Speaker - Health Education Program
   c. Name
   d. Email Address
   e. Phone
   f. Department Name

2. Contract Information
   a. Please include details of the contract in this section. What type of contract is this; payment and funding details; any grant funds to be used; total dollar amount or total value of the contract, etc.
   b. Type of contract
      i. This is a multi-selection question, so please select all that apply
      ii. Example:
         1. Consultant Services
         2. Purchase of Goods
         3. MOU/ MOA
         4. Registration
      iii. If the type of contract you are submitting is not listed, please select other and describe the contract in the next question
   c. Contract Type (Other)
      i. If the Contract Type list in the previous question did not include the type of contract you are trying to submit, please list details here.
   d. Contract Description/Purpose (Short Answer)
      i. Please describe in short the main details of the contract
   e. Contract Term
      i. Annual Contract (12 months)
      ii. Short Engagement Month to Month etc.
iii. Please provide an anticipated start and end date if applicable

f. Contract Is:
   i. New
   ii. Renewal of an existing contract
   iii. Amendment to an existing contract

g. Payments To/From
   i. From/To where will funding be allocated/received for this contract

h. Are Grant Funds involved?
   i. Yes/No

i. Funding Source Account Name
   i. Example:
      1. Department Name
      2. Student organization Name
      3. Foundation Account Name
      4. Grant Name
      5. E&G, Auxiliary, Student Fees, etc.

j. Funding Source Account Number
   i. If a UWG account is to be used please provide:
      1. Fund-Dept. ID-Program-Class

k. Contract Dollar Amount Total
   i. Total dollar value of the contract

l. Description of Services/Goods to be Purchased
   i. If any goods or services are to be purchased, please provide a short
description/details of the purchase.
   ii. If contract is not related to the purchase of goods/services, please type
N/A

3. Company/Organization/Supplier/Other Party Information
   a. Company/Organization/Supplier/Other Party Name (Company)
   b. Physical Address
   c. Point of Contact Name
   d. Point of Contact Phone
   e. Point of Contact Email
   f. Technical Point of Contact (if applicable)
      i. Name
      ii. Phone
      iii. Email

4. Contract Data Sharing Information
   a. If the contract includes any type of data sharing information related to proprietary
information, export controlled information, or if any foreign nationals are involved,
if applicable, please provide that information in this section. If the contract does
not include any data sharing information, please leave this section blank)
   i. Proprietary Information means confidential or proprietary information,
knowledge or data concerning the UWG's/Company's businesses,
strategies, operations, financial affairs, organizational matters, personnel
matters, budgets, business plans, marketing plans, studies, policies, procedures, products, ideas, processes, software systems, trade secrets and technical know-how, and other information regarding the business of UWG/Company. This includes information related to FERPA and HIPAA.

ii. Non-Confidential Description of the subject matter or project name.
   1. Please provide a short description of the project leaving out any confidential or proprietary information.

iii. Export-controlled information or material is any information or material that cannot be released to foreign nationals or representatives of a foreign entity, without first obtaining approval.

iv. HIPAA Related information
   1. Will any medical information be shared in this contract?

v. FERPA related information
   1. Will any student education records/information be shared in this contract?

vi. Please provide Dates start date, end date, and the estimated length of time the information should be protected.

5. Additional Considerations
   a. Does the contract involve the use of UWG Logos or proprietary marks?
      i. All UWG logos and trademarks are owned by the University and any use of these logos or trademarks will need to be approved by UCM.
      ii. Example:
         1. Use of logos in advertising
         2. Use of logos for promotional items

   b. Is the Company on the approved Trademark Approval list?
      i. If you answered yes to the previous questions, and you know that the Company has paid the Trademark fee which allows the Company to use UWG logos and trademarks, please indicate yes or no. If this question is not applicable, please choose N/A.

   c. Will payments be processed utilizing this software or service?
      i. This refers to the Payment Card Industry (PCI) requirements that UWG has to be compliant with when accepting payments.
      ii. Example:
         1. Contract is for a Software that involves accepting online registration payments.
         2. Contract is for an Orientation platform that involves accepting online payments.

   d. Does the contract include the purchase of new furniture involving cubicles?

   e. Will any services be provided on the UWG Campus as part of this contract?

   f. Will any services involve student interaction as part of this contract?

   g. Does the contract involve study abroad (international) or study away (domestic)?

   h. Will the total cost of the purchase (non-construction related) be more than $24,999.99?
i. Per State Statutes and Department of Administrative Services (DOAS) any purchase of goods/services above $24,999.99, that is not considered an exempt purchase, is subject to the competitive bidding requirements.

ii. If a yes is answered to this question, Purchasing may have to assist and conduct competitive solicitation.

i. Has funding been encumbered on a Purchase Order?
   i. If this is a purchase of goods/services and a requisition has not yet been entered in ePro, please do so, this is so the procurement process can occur simultaneously as the contract routing process.

j. Will items be offered for resale as a result of this contract?
   i. Does this contract involve the sale of any goods or services?
      1. Example:
         a. Food
         b. Retail Items

k. If Company is providing services on campus, have they provided a Certificate of Insurance?
   i. If yes, please attach together with your contract.

l. If Company is providing services of $2,500.00 or more have they provided an executed, notarized eVerify Affidavit?
   i. If yes, please attach together with your contract.
   ii. eVerify is a Federal Law and Mandated by the State of Georgia.
   iii. eVerify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States.
   iv. If you hold a public contract, which is a contract with a city, county, the state, a school board, etc. a notarized eVerify affidavit is required to be provided.
   v. If the Company is an individual with no other employees, a copy of their Driver’s License can be accepted in lieu of a notarized affidavit.

6. Submitter Acknowledgement

7. Contract Attachment
   a. Please attach an electronic copy of the contract together with any applicable supporting documentation.
      i. More than one file can be attached to the submission.
      ii. Example:
          1. Certificate of Insurance
          2. Notarized eVerify
          3. Original contract (if renewal or amendment)
          4. Third-Party Agreement

8. Once the contract is submitted, depending on the details of the submission and answers to questions, it will route to applicable areas for approval.

9. Once all applicable areas have approved, the department will make any needed changes to the contract and send for signature per the Delegated Authority Matrix. When your contract has been fully approved and all signatures are acquired, please send an executed copy of the contract to contracts@westga.edu.
10. If you have any questions, feedback, or suggestions, please email the Office of Legal Affairs: contracts@westga.edu