

# UNIVERSITY OF NEBRASKA

## ADMINISTRATIVE APPROVAL OF UNIVERSITY CONTRACTS PROCEDURES

### UNFP 6.3.1.1

#### I. Reference and Application:

- A. On November 7, 2008, the Nebraska Board of Regents amended the policy for Administrative Approval of University Contracts.
- B. Application: The procedures apply to all Board approved capital projects.

#### 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* and provide a uniform and effective way to process contracts for capital projects requiring Board of Regents approval.

#### III. Definitions

- A. Contract. Any deliberate written or oral engagement between the University and one or more other parties, upon a legal consideration, to do, or to abstain from doing some act.
- B. Procurement. Any acquisition of property, equipment, goods or services by the University by purchase, lease or license from a contractor or vendor in exchange for payment of money or other consideration.

#### IV. Procedure

- A. Contract Checklist: The campus Facility Director or designee shall complete and submit the UNFP 6.3.1.1.1 Contract Checklist to Central Administration for each project.
- B. Certificate of Insurance: The campus Facility Director or designee shall submit, along with the Contract Checklist, the UNFP 6.3.1.1.2 Certificate of Insurance to Central Administration for each project. Instructions for completion of the Certificate of Insurance are found in UNFP 6.3.1.1.3. In lieu of the University's Certificate of Insurance, an Accord form complying with UNFP 6.3.1.1.4 or UNFP 6.3.1.1.5.
- C. Owner's Protective Bond: The campus Facility Director or designee shall submit, along with the Contract Checklist, the UNFP 6.3.1.1.6 Owner's Protective Bond.