

The following are processes for contracts requiring PCMM signature submitted through BennyBuy. There are two primary ways to submit contracts in BennyBuy: Purchase Request Form (Requisitions) and Contract Request Form.

Purchase Request Form (Requisitions)

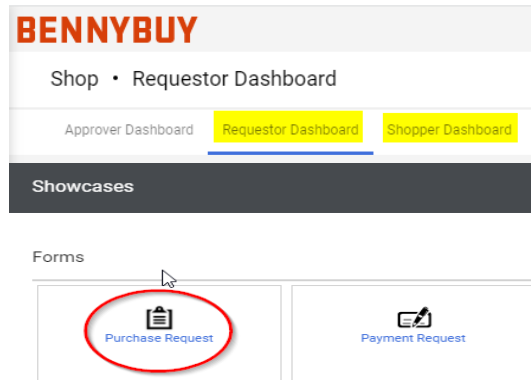
Contracts that require signature may be submitted through a Purchase Request Form.

Appropriate for:

- Goods or Services completed within a given fiscal year
- Encumbering funds

Considerations:

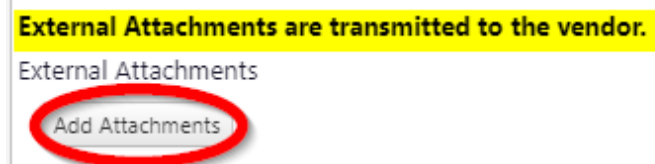
- Routes expenditures through appropriate approval queues
- Encumbers funds in appropriate index codes



New Requisitions

If it is known that a supplier requires signature of their contract:

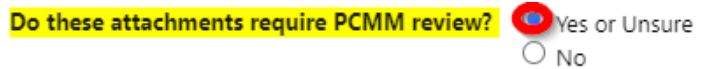
- Add supplier quote/terms and conditions/agreement required to be signed to the Purchase Request Form as an External Attachment.



- Add any additional documentation, if necessary, as an Internal Attachment (i.e. Federally Funded Purchase Checklist, Documentation of Competition Form, Sole Source Request Form, email correspondence, or other pertinent documents).



- Select “Yes or Unsure” to *Do these attachments require PCMM review?**



- Leave a Comment indicating that a signature is required.*

Requisition • 2915961 ▾

* If \$25,000 or under and not marked for PCMM review and no comment indicating signature required, PCMM will not sign the document.

After OSU Purchase Order is Issued

After OSU PO is issued but supplier requires signature on their contract:

- End user/requestor emails pacs@oregonstate.edu to request signature of supplier contract. Email will include:
 - Original PO number
 - Document to be signed, if not included in original requisition request.

While not recommended, if the end user/requestor submits a Contract Request Form for a contract tied to a completed Purchase Order, PCMM will treat the Contract Request Form the same as an email request and follow the same process for completion. Once completed, the Contract Request Form will be “Rejected” with a note indicating to end user/requestor that **future requests should be submitted via email**.

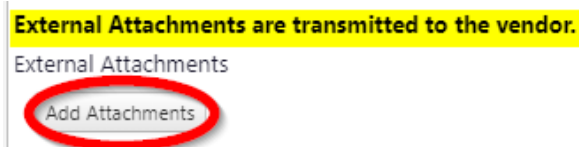
New Personal Services Contracts (“PSC”)

PCMM must review and sign all PSCs. Prior to submitting a PSC, make sure:

- Department Head and Contractor have signed PSC.
- If Contractor is an individual, department has completed and signed an Independent Contractor Determination Form (“ICD”).

To submit a PSC through a Purchase Request Form:

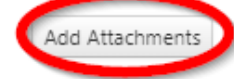
- Add PSC required to be signed to the Purchase Request Form as an External Attachment.



- Add any additional documentation, if necessary, as an Internal Attachment (i.e. Independent Contractor Determination Form, Federally Funded Purchase Checklist, Documentation of Competition, Sole Source Request Form, email correspondence, or other pertinent documentation).
- Select “Yes or Unsure” to *Do these attachments require PCMM review?**
- Leave a Comment indicating that a signature is required.*

Internal Attachments are only visible to OSU users.

Internal Attachments






Do these attachments require PCMM review?

Yes or Unsure
 No

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Summary Taxes/S&H PO Preview **Comments** Attachments 1 History

Records found: 0 Show comments for Requisition ▾ 

ADD COMMENT  

PCMM- Supplier requires signature on their quote.

951 characters remaining [expand](#) | [clear](#)

This will add a comment to the document.

[Attach file \(optional\)](#)

Attachment Type File Link/URL

File Name

File

No comments have been added

* If \$25,000 or under and not marked for PCMM review and no comment indicating signature required, PCMM will not sign the document.

Amendment after OSU Purchase Order is Issued (Including PSC Amendments)

To amend a signed vendor document, including PSC’s, after a PO has been issued:

- If amendment causes total value to exceed \$25,000, it will be subject to competition. Applicable documentation will be required to show competition or sole source.
- Department sends the Amendment document to sign, along with applicable documentation, to their Business Center and requests a change order to the PO.
 - For PSC’s, use the PSC Amendment Form and have the Department Head and Contractor sign prior to submitting to the Business Center.
 - Contact your Business Center for procedure on submitting PO change orders.
- The Business Center attaches the Amendment form as an external attachment and applicable documentation as internal attachments to the change order and adds a comment that it requires PCMM review.

The completed Amendment form will be sent to the supplier with the revised PO.

Contract Request Form

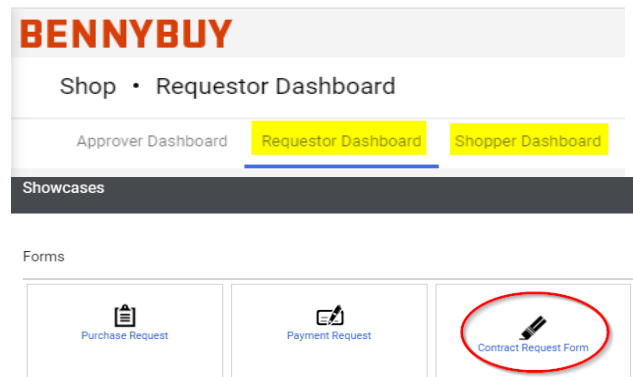
Contracts that require signature may also be submitted through the Contract Request Form.

Appropriate for:

- Goods or Services that do not expend OSU funds (e.g. credit applications, hotel agreements)
- Multi-year contracts (e.g. goods or services that expend funds but are for multiple years)

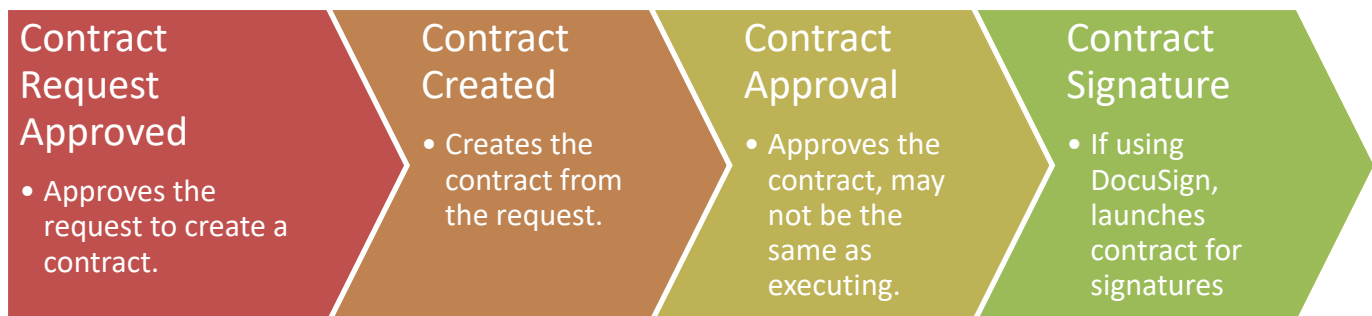
Considerations:

- Does not encumber funds
- Does not route through approval queues



New Contract Requests

End user submits a Contract Request Form in BennyBuy attaching the contract requiring signature and any pertinent documentation. The request goes directly to PCMM and is assigned to an analyst. There are several stages to this process:



The analyst may request further information or documentation from end user or department at any time in this process.

Supplier Negotiations/Changes after OSU Signs Contract

If an amended contract signed by OSU is returned to the department by the supplier with negotiated edits or rejection of requested changes:

- Department emails request to the analyst who signed the contract, or pacs@oregonstate.edu if the analyst is not available.
- Analyst works with the department and supplier to negotiate the contested terms and conditions.
- If the supplier refuses to negotiate terms or rejects OSU amendments, the analyst may perform a risk analysis and will discuss next steps to move forward.

Each situation will differ depending on the circumstances and terms to be negotiated.

If the department submits a new Contract Request Form for negotiated edits, PCMM will use the information in the new request to process changes to the original contract. The Contract Request Form will be “*Rejected*” with a note indicating to end user/requestor that **future requests should be submitted via email**.

Amendments to a Fully Executed Contract

Departments needing to amend a fully executed contract will:

- Department emails request to the analyst who signed the contract, or pacs@oregonstate.edu if the analyst is not available. Include:
 - Contract name and/or number.
 - Supplier name.
 - Specifically what needs to be amended.
- If contract is a PSC signed through the Contract Request Form, attach a PSC Amendment Form signed by department head and contractor to the email.

The assigned analyst may communicate with the department to clarify and finalize amendment.

If the department submits a new Contract Request Form for negotiated edits, PCMM will use the information in the new request to process changes to the original contract. The Contract Request Form will be *“Rejected”* with a note indicating to end user/requestor that **future requests should be submitted via email.**