Contract Template Creation & Review Process

All contract templates must undergo legal review to ensure college policies and applicable state and federal laws are followed

Draft

•Department creates a draft of the contract template

Request

- Department sends draft to contracts@slcc.edu
- Email includes: request for legal review, summary of document and intended use

Review

- Contract Coordinator assigns document to Legal for review
- •Risk and/or other parties review, as needed
- •Legal's revised draft shared with the department for their review and approval.

Approve

- Final draft is approved by Legal.
- Contract Coordinator formats the final document, adds approval date and saves copy to SLCCBuy repository.
- •Contract Coordinator sends final copy to department for implementation.

Implement

- Department is responsible for implementation of approved document, including maintenance of ensuing agreements.
- Contracts using approved template are exempt from SLCCBuy contract review process if no changes are made to the terms and conditions.

3-Year Review

- Templates must undergo legal review every three (3) years.
- Review will follow the process outlined above.

To check the review status of a contract template, please send a copy to contracts@slcc.edu.

Note - Internal forms are also subject to this creation & review process