

Contract Tips for Procurement Review

When submitting a contract in CobbleStone, including all the needed information up front will help facilitate its execution. To help expedite procurement review and prevent the contract from being recycled back to your department, here are a few things to keep in mind.

- Include the total amount of the contract, including any potential renewals, in the “Contract Amount” section to ensure that it is properly routed.
- If the total (including renewals) is over \$10k, be sure to include documentation for the method of procurement that was used (e.g., quotes, waiver of competition, formal solicitation, piggyback contract).
- For contracts over \$10k, also make sure to include an approved purchase freeze exemption, if applicable (C&G, equipment, M&S, and A&S fees are exempt from the purchase freeze).
- Make sure the effective date on the contract itself is accurate and hasn’t already passed. When in doubt, have the contract be effective as of the date of the last signature.
- If the contract contains renewal terms, they should comply with [UCF Regulation 7.130](#). Renewals for contracts entered into as of January 1, 2017 may not exceed 5 years or twice the term of the original contract, whichever is longer.
- Use the “Background Information” and “Notes” sections to describe the commodities/services being contracted for, document any changes, and note the Contract IDs of any connected agreements.

Feel free to reach out to any member of the Procurement Services team at procurement@ucf.edu if you have questions.

UCF Procurement Services



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