

Date Received by TBR: _____

Contract Number: _____
(TBR internal use only)

TENNESSEE BOARD OF REGENTS CONTRACT SUMMARY SHEET

If contract is submitted less than two (2) weeks before the effective date (1 month required for complex contracts), provide an explanation of the delayed submission:

1. Institution/Central Office: _____ Phone: _____

Direct Contract Questions to: _____ Fax: _____ Email: _____

2. Contract with: _____ Address: _____

Contact Person: _____ Phone: _____

3. Purpose of Contract (include type – i.e. Dual Service, Clinical, etc.):

4. This contract is (check all that apply):

- Drafted by TBR (School)/not Standard Form
- TBR Standard Form Agreement
- Renewal of an Existing Contract
- Modification of Existing or Form Contract

- Software License Agreement
- Vendor Generated Contract
- Vendor Contract with Amendment
- Contract includes Confidential Research Agreement

COPY OF AGREEMENT BEING AMENDED, EXTENDED OR PREVIOUS CONTRACT ATTACHED FOR REFERENCE AS WELL AS ANY EXHIBITS.

5. Contract Terms:

Term (i.e. 7/1/05 – 6/30/06, 1 year from execution, etc.): _____

Possible Number of Renewals: _____ Lease: yes no

Payment Frequency: _____ Amount per Year: _____ Total Amount (w/possible renewals): _____

6. If this contract is a result of an RFQ/RFP, is the contract available for system-wide use: yes no

7. Check one: Competitive Process Non-Competitive Process*

* If competitive process is not used, attach supporting documentation, including the non-competitive justification form

8. Non-Debarment Verification (www.epls.gov): Date Verified: _____ 9. Ethnicity Code:

10. Contract Monitor (individual responsible for ensuring receipt of goods/services): _____

Frequency of monitoring (monthly, quarterly, semi-annually or annually): _____

Signature of Institution/Central Office official certifying that he/she has read this Contract and recommends its approval.

Signature (Department)

Signature of Institution/Central Office official certifying compliance with TBR Purchasing Procedures:

Signature (Purchasing/Contracts Officer)

Form Completed by: _____ Date: _____