

	Task	Notes:
3	Execute University Price Contracts and subsequent renewals, addendums, etc. for IFB and RFP awarded contracts	<p>Process can be initiated by either SCM staff or Central Procurement Services Category Specialist or Contracting Officer and either party can participate in related processes (i.e. negotiation, iterations, etc.)</p> <p>Ownership and final approvals of the final awarded contracts and subsequent renewals, addendums, etc. resides with Central Procurement Services Category Specialist or Contracting Officer.</p>
4	Execute University Price Agreements (PAs) and Modifications without supplier provided terms and conditions.	<p>SCM staff can manage and perform initial draft creation of University Pricing Agreements that are without supplier provided terms and conditions.</p> <p>A formal template of the University Pricing Agreement will be provided to SCM staff as a form-fillable Adobe .pdf document for this use</p> <p>Once complete, SCM staff can execute appropriate signatures including that of the Chief Procurement Officer.</p> <p>Final, executed versions of University Pricing Agreements to remain on file with SCM staff and within the appropriate repository.</p>
5	Execute University Price Agreements (PAs) and Modifications with supplier provided terms and conditions.	<p>SCM staff can manage and perform initial draft creation of University Pricing Agreements along with initial review of any supplier provided terms and conditions and forward to Central Procurement Services Category Specialist or Contracting Officer.</p> <p>A formal template of the University Pricing Agreement will be provided to SCM staff as a form-fillable Adobe .pdf document for this use</p> <p>Central Procurement Services Category Specialist or Contracting Officer is to provide final review of the draft University Pricing Agreement along with final review and adjustment(s) for any supplier provided terms and conditions documents. Return to SCM staff once final review is completed of the University Pricing Agreement along with any supplier provided terms and conditions.</p> <p>Central Procurement Services Category Specialist or Contracting Officer is responsible for obtaining final signatures, as applicable.</p> <p>Final executed versions of University Pricing Agreements to remain on file with SCM staff and within the appropriate repository.</p>
6	Execute Signature Authority on Contracts and Agreements	Provisioned based on above scenarios and dependent on solicitation or contracting instrument type.
7	Enroll/participate Vizient member agreements	<p>SCM staff to enroll and participate in member agreements.</p> <p>University Price Contract management or re-issue of RFP for Vizient-provided services to be managed as Request for Proposals (RFP) based on above RFP scenario provisions.</p>
8	Manage/Execute Personal Service Contracts	<p>All Personal Services Contracts to be managed by Central Procurement Services appropriate Purchasing Buyer. This includes purchases for the following commodities:</p> <ul style="list-style-type: none"> o Attorneys o Licensed Medical personnel (not employment agencies) o Auditing/Accounting o Architect/Engineer (Managed by Capital Project Management Division, KRS 45A.730 to 45A.838) o Consulting Services o Executive Search Firms o Insurance Adjusters o Web Design o Graphic Design o Auctioneers o Veterinarians o Other, as applicable
28	Create SAP Contract (or line items)	Authorized for Central Procurement Services Materials Master Data Coordinator only
29	Modify SAP Contract (or line items)	Authorized for Central Procurement Services Materials Master Data Coordinator only
30	Display SAP Contract	Authorized for all parties
31	Delete SAP Contract (or line items)	Authorized for Central Procurement Services Materials Master Data Coordinator only