



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3032 CONTRACT REVIEW PROCEDURE

The College defines contract as follows: A contract is a legal relationship consisting of the rights and duties of the contracting parties; a promise or set of promises constituting an agreement between the parties that gives each a legal duty to the other and also the right to seek remedy for the breach of those duties. Typically, these types of contracts have separate signed agreements; therefore, for the purposes of this procedure, a contract does not include a standalone purchase order or a personnel contract.

Contract Review:

All College contracts, as defined above, must be reviewed by the manager accountable for the contract following the criteria specified in the February 26, 2009, Purchasing and Contracting Manual by the College's Legal Counsel.

Contracts, as defined above, in which liability coverage is required by the contractor must be sent to the College's Director of Emergency Planning and Risk Management for review.

The review will only determine compatibility with coverages provided by the Office of Oklahoma State Risk Management and applicable commercial insurance coverages. The Director of Emergency Planning and Risk Management will advise the manager and the Vice President for Business and Finance as to compliance with insurance coverages. In the event of non-compliance, the Vice President for Business and Finance will notify the appropriate President's Cabinet member.

Contract Approval:

The authority for approving contracts, as defined above, is vested in the President of the College or his designee.

Maintenance of Contracts:

The original copy of all contracts, as defined above, must be maintained in the President's Cabinet area where the contract originated. A copy will also be maintained (for institutional record purposes) in a central location designated by the Vice President for Business and Finance.

Revised Date: 08-04-2003