

CONTRACT ROUTING

Upon obtaining quote(s), any documents with Terms and Conditions must be submitted for review and approval by the Finance and Legal teams.

WHEN SHOULD I PROCEED WITH THE CONTRACT ROUTING PROCESS?

- Whenever there are **terms & conditions** included in any quote that is received from the vendor.
- **Terms & Conditions** are a set of rules and expectations that both the buyer and seller must agree to abide by when acquiring goods or services. This includes a buyer's obligation to pay (when to pay, what to pay, how to pay); and the seller's obligations to fulfill the delivery of services or goods (what to deliver, when to deliver, how to deliver). They also state the protocol if goods are damaged in transit, if the shipment is delayed or missed altogether, and duration of warranties.

*Preferred Suppliers are usually exempt from the Contract Routing process. See the list of active contracts [here](#).

WHAT IS REQUIRED?

- A [Contract Request Form](#) must be completed by the department **in its entirety** in order to provide the Contracting team with enough information to process the request. In addition, the quote, agreement, or existing contract should be **attached**, when applicable. Additional documentation to support the approval process should be included.



WHY IS CONTRACT ROUTING IMPORTANT?

- This process ensures proper **risk management** and agreement optimization by the appropriate BCM key stakeholders so that BCM's interests are protected.
- This process also ensures **compliance** with Uniform Guidance requirements.

WHERE SHOULD I SEND THE FORM?

- Please send the [Contract Request Form](#), along with any other supporting documents, to finance@bcm.edu.

HOW LONG DOES THE PROCESS TAKE?

- Up to **thirty (30) days**, keeping in mind that complex contracts can take up to several months to negotiate.



WHAT CAN DELAY CONTRACT REVIEWS?

- Not submitting accurate or complete documentation
- Preliminary “negotiations” with suppliers on any terms
- Soon-to-be expired (under 30 days) or already expired quotes/bids
- Failure to consolidate multiple contracts for one project/program/clinic
- Not involving reviewers in early stages of complex contracts



OVERVIEW OF THE CONTRACT ROUTING PROCESS

