

Department of Administrative Services

Steps in Contract Processing

Step 1: Submit Pre-authorization (PA) form to the Director of Administrative Services.

Step 2: The PA form will be reviewed, and recommendations will be made as needed. If no recommendations are needed, defer to Step 3.

Step 3: The Director will prepare a draft contract for the requesting department's review in order to ensure accuracy of the scope of work, cost or fee schedule and term. Additional information will be needed such as the vendors address, phone number, email and/or other contact information.

Note: Please be aware that the Office of the Attorney General (OAG) has provided pre-approved contract formats for use by the Connecticut State Colleges and Universities (CSCU). In an effort to limit risk and liability to the State, we are unable to accept vendor agreements.

Step 4: Once finalized agreements are complete, the Director shall issue a copy of the contract and any other applicable documentation to the vendor for signature first and copy the requesting department to avoid confusion and misinterpretation as to what is required.

Step 5: Should negotiations or modifications be needed to the contract; the Director shall exchange correspondence directly with the vendor to ensure that any modified language may be accepted as per the OAG's requirements.

Step 6: In certain instances, where specific language may not be accepted and WCSU and the vendor are unable to find a way forward, pre-review of the contract may be required by the OAG. The Director shall prepare a request for pre-review and submit to the OAG. Pre-review of contracts may take up to a few weeks. Upon recommendation from the OAG, changes to the contract shall be made and issued back to the vendor for final consideration.

Step 7: Upon signature from the vendor, the contract will need to be signed either by a WCSU designated authority or the OAG, as needed.

Step 8: Once the contract is fully executed, the vendor will be provided a copy as well as the requesting department.

Step 9: The requesting department will have the ability to submit a requisition for payment as per the payment schedule in the contract.