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PROCEDURE FOR ACQUIRING GOODS AND SERVICES* ON SPONSORED FUNDS

The following procedure assists departments procure goods and services from sponsored funds. The procedure includes agreements for services such as independent contractor, subcontract/consortium, practicum, and memorandum of understanding (MOU) agreements requiring an authorized signature and outlines the routing for approval. A PeopleSoft requisition must be entered and is required regardless of dollar amount. For an amendment to an existing agreement, a change order to the Purchase Order will be necessary. An amendment can either increase or decrease the dollar amount and/or change the time period. The contracted service should not commence until Step 7 of this procedure is complete.

The Board of Regents’ Policy governing the University of Oklahoma states that goods and services* exceeding $5000 are procured through an open and competitive process aimed at fairness to interested suppliers and best value for the University. Regardless of amount or funding source, the purchase must be processed by the University’s Purchasing Department.

Procedure:

1. The department receives a sponsored award which requires an agreement for services for the sponsored activity.

2. If a supplier is selected to perform the service and a conflict of interest is identified, the service must be competitively bid by Purchasing regardless of the amount. The department will comply with all established University Conflict of Interest Policies.

3. Regardless of the amount, the department must enter a PeopleSoft Requisition. For services, the department must complete the Independent Contractor Agreement (ICA) or Subcontract Cover Page and submit to the Purchasing Department for approval. Instructions for completing the Cover Pages are located at the end of this document.

4. For services, the department will submit a complete description of the services to be performed and any names of suggested suppliers to the Purchasing Department referencing the requisition number on the Cover Page. For goods or equipment, the department will provide specifications for the product to be purchased, referencing the requisition number and submit to Purchasing.

Purchasing will issue a competitive solicitation for the goods or services as described by the department. University policies and procedures for evaluation and award of a supplier from a solicitation will apply.

5. If the department requests an exception to the competitive bid process, a sole source justification form must be completed, and submitted to Purchasing for approval. A complete description of the services to be performed must also be submitted. The sole source form can be downloaded from the Purchasing website listed below.
6. Once approved by Purchasing, the department must forward the Cover Page to ORA via HSCORA@ouhsc.edu to request preparation and signature of an independent contractor, subcontract/consortium, practicum, or memorandum of understanding (MOU) agreement (or an amendment to any of these types of agreements – See AMENDMENT below).

7. The department will forward the final signed agreement and Cover Page to the Designated Buyer. Purchasing will issue a purchase order.

AMENDMENT: If an amendment to an existing agreement is necessary and a purchase order has already been assigned, mark “Continuation/Amendment” on the Independent Contractor or Subcontract Cover Page and submit the completed Cover Page to Purchasing, then proceed to Steps 6 and 7.

Questions for Purchasing? Call the Purchasing main phone number- 325-2811.

Questions for ORA? Email HSCORA@ouhsc.edu or call 405-271-2090 and ask for the Sponsored Programs Administrator (SPA0 assigned to your department. For help completing the Cover Pages, please see instructions below.

The following links are provided for your convenience:

**Subcontract Cover Page**

**Independent Contractor Cover Page**

**Purchasing website link to download Sole Source Justification Form** -
http://www.ou.edu/purchasing/home/ - Click on Forms Index in the menu; Select Sole Source Form

**PeopleSoft Requisition Entry Instructions** -
http://www.ou.edu/purchasing/home/PeopleSoft/PS_HSC/docs/9_0_PSoft_HSC_Requisitions_New_Users.pdf

*Payments made under independent contractor, subcontract/consortium, practicum, and memorandum of understanding (MOU) agreements are considered payments for goods and services.*
COVER PAGE INSTRUCTIONS

Independent Contractor Agreement (ICA) Cover Page:

1) Enter the 8-digit Proposal ID number and/or C Account number. Both are preferred, but only one is required.
2) Enter the OUHSC Principal Investigator’s name exactly how it should appear on the agreement including any credentials (e.g. Susan E. Fischer, MD, MPH).
3) Enter the Department Contact to whom all correspondence related to the request should be directed.
4) Mark one of the following:
   a) New: to request a new ICA
   b) Continuation/Amendment: to request an extension and/or change the terms of an existing ICA/MOU
   c) Contractor OU Norman: to request a new memorandum of understanding (MOU) with OU Norman
5) Enter the Contractor/Vendor’s legal name exactly how it should appear on the agreement.
6) Mark “SSN” (if an individual) or “TIN/EIN” (if business) and enter the appropriate number.
7) Enter the Contractor/Vendor’s contact information including email address, phone number, and mailing address.
8) Enter the OUHSC Department’s address where the Contractor/Vendor will mail invoices. If you accept invoices via email, you may include an email address.
9) Enter the scope of work describing the services required of the Contractor/Vendor. Please include all details when describing the services.
   - Example of not enough detail: Dr. Oliver will present a lecture about diabetes at a conference in August.
   - Example of appropriate detail: Nancy K. Oliver, PhD, CDE, will present a lecture titled, “Diabetes Today and Tomorrow: How to Manage Your Condition and Plan for the Future,” at the 2012 Diabetes Educators’ Annual Conference at the Cox Convention Center in Oklahoma City, Oklahoma at 2:00 pm on August 7, 2012.
10) Enter the start and end date for the ICA and the total project period of the award. The start and end date of the ICA must match or be within the current budget period of the award.
11) HIPAA Applicable: Will either party be receiving protected health information from the other? Mark “Yes” or “No.”
12) Enter the Contractor Fee Itemized and Maximum Total:
   - e.g. Contractor Fee Itemized: $350 per day for a total of $15,400 for professional services and $4,620 for preapproved travel expenses
   - e.g. Maximum Total: $20,020
13) Enter any reports you require of the Contractor/Vendor (e.g. Contractor shall complete and submit the Trainer Report to OUHSC following each training session.) or mark “Reporting Not Applicable.”
14) Complete the checklist to double-check that you are submitting all required documents.
15) Enter the information required by Purchasing in the PURCHASING APPROVAL section.
16) Sign, date, and submit to Purchasing via teresa-bernhardt@ouhsc.edu for approval.