 UAEU	Contract Management Policy	Policy Number	CM-00
		Effective Date	28-May-2014
	Subject Contract Management	Most Recent Review Date	01-May-2014
		Due Date for Next Review	01-Sep-2016
Responsible Office: Vice Chancellor		Pages of these Procedures	1 of 1

Contract Management

Overview

Establishes the policy and related procedures for the periodic review of all types of University contracts and assess their performance in meeting the University's mission and goals.

Scope

Applies to the all departments and contracts/agreements, except the following:



1. Procurement of goods and services unless a contract or agreement is executed along with the purchase.
2. Contracts for leasing accommodation for employees who are eligible for University provided housing.
3. Standard student housing regulations and arrangements.
4. Standard arrangements for the short-term use of university facilities for meetings, conferences/symposia, events and exhibitions.
5. Employment contracts.

Objective

To have consistent management practices for the periodic review and management of all types of contracts, which include but are not limited to purchase, service, or construction/maintenance contracts and agreements, purchase orders, memoranda of understanding, research contracts and subcontracts, other binding agreements such as patent licensing and transfer of technology, non-disclosure agreements, cooperation agreements on academic, research, or student exchange with national and international entities, field or internship placement agreements...etc. Such review is a critical component of the development of relationship between the UAEU and external parties.

Policy

1. It is the responsibility of the originator of the contract or agreement or the department/person responsible for administering the agreement to review the contract or agreement at least annually to ensure that:
 - a) The contract is still valid and appropriate for the UAEU and its mission;
 - b) The University manages these contracts and agreements in a manner that facilitates university business, making sure that the project, purchase, or service covered is executed in an effective, efficient, and timely manner that minimizes risk;
 - c) University staff understand the University's responsibilities under the contract;
 - d) Obligations under the contract or agreement are performed; and
 - e) The University receives the benefit of the contract
2. The review should be documented and the review documentation should be retained with the contract or agreement and shared with authorized officers.
3. Additionally, in cases where the contract or agreement has financial terms such as it automatically renews without limit on the number of renewals, the originator or administrator must conduct a financial review and as pertinent legal review to determine whether an updated agreement should be completed.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Procedures of Contract Management Policy	Related Policy	CM-00
		Effective Date	03-June-2014
	Subject Contract Management	Most Recent Review Date	01-May-2014
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	Responsible Office: Vice Chancellor	Pages of these Procedures	1 of 1

Procedures of Contract Management Policy

1. All contracts should generally cover the scope of work or services, the business and legal framework, the party, i.e. college, department(s), or person(s), responsible for execution, the execution start and end dates, and the authorized person signature consistent with the university policies and the authority matrix. Other considerations can also be included from the list of suggestions below.
2. The office responsible for the review depends on the type of contract or agreement and follows in general the line of responsibility and the office originating the contract or agreement such that the academic or administrative unit originating the contract or responsible for its execution carries out the periodic review. These periodic review reports are then provided to the offices of the Vice-Chancellor or Deputy Vice-Chancellors as per the organizational structure.
3. The type of contract management required varies by type of contract. Most memoranda of understanding and non-disclosure agreements are used to initiate discussions and collaborations and their terms entail no further commitments, thus their review can be limited to whether they are active or not. Agreements, memoranda of understanding, and contracts that entail obligations on the parties, however, require a closer review.
4. The following suggestions should help in determining the performance of vendors or contractors and can be used whenever possible for most contracts and agreements that have binding obligations:
 - a) Determine the key performance indicators (KPIs) that will measure the performance expected.
 - b) Establish goals whenever and wherever possible.
 - c) If necessary or appropriate, set within the contracts or agreements penalties, such as deductions or reimbursement of fees, for unacceptable levels of performance.
 - d) Request regular operational or progress reports from the vendor or contractor.
 - e) Hold periodic (e.g. quarterly) review meetings where the vendor or contractor presents their performance and the department responsible has the opportunity to ask questions and challenge their presentations.
 - f) Include in the contracts/agreement and discuss as necessary dispute resolution and budget concerns.
 - g) Conduct customer satisfaction surveys to validate performance from customer perspective, and discuss the results at the periodic meetings.
 - h) Develop action plans to address the issues for the next periodic meeting and discuss them.