

| # | Contract Status                        | Description of Contract Status   |
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| A | Pending                                | 1) Contract Specialist has been made aware that a good or service will be procured, but the Contract Handoff <sup>1</sup> has not occurred OR<br>2) "RFx Development" or "Selection Process" is ongoing, but the Contract Specialist is not then actively participating.<br>3) Buyer is determining Contract Vehicle (e.g., Free-Standing Purchase Order, Accepted Third Party Contract, Executed Contract, or PCard)  |
| B | RFx Development                        | Buyer is researching the most effective means of procuring a good or service (RFI/RFP/State Contracts/Consortia). Documents are being developed to conduct procurement. The Contract Specialist is providing advice about the Essential Business Terms to be included in the procurement documents and/or is developing a form contract to be used as part of the procurement process.   |
| C | Selection Process                      | Proposals have been submitted and are under review. The Contract Specialist is reviewing any legal terms included in proposals and/or is providing advice about the Essential Business Terms included in proposals.  |
| D | CHRO Exemption                         | The selected vendor is unable or unwilling to agree to the State's mandatory non-discrimination provisions. As such, an exemption is being requested from the Commission on Human Rights and Opportunities.  |
| E | Allocation                             | The Contract Handoff has occurred. A Senior Contract Specialist is reviewing the complexity of the contract file, assessing workload of Contract Specialists, assigning a degree of priority to the contract file, and allocating the contract file to a Contract Specialist. A Senior Contract Specialist will elect to hold a contract file for several days when Contract Specialist workloads are too heavy to sustain additional contracts. The Senior Contract Specialist will inform the Buyer and/or the Owner if Allocation will take greater than three business days. |
| F | Assessment                             | 1) Contract Specialist is advising Buyer in determining Contract Vehicle OR<br>2) If not requested in Phase B (RFx Development), Contract Specialist is identifying the Essential Business Terms OR<br>3) Contract Specialist is assessing the contract file to determine whether it adequately addresses the Essential Business Terms   |
| G | Internal Business Discussions          | 1) The Contract Specialist has determined that the Essential Business Terms are unclear or have not been adequately addressed. The Owner and/or the Buyer are addressing these   |
| # | Phase Label                            | Description of Phase   |
| H | Drafting                               | Essential Business Terms are adequately addressed in the contract file. The Contract Specialist is incorporating the Essential Business Terms into a form of contract that addresses the University's legal needs and that meets State requirements.   |
| I | Buyer/Dept. Review                     | The Contract Specialist has delivered a draft of the Contract to the Owner and/or the Buyer for review. The Owner and/or Buyer is reviewing the draft contract to ensure that business terms are accurate.   |
| J | OGC Pre-review                         | The Contract Specialist has delivered a draft of the Contract to OGC for pre-review (in WORD and unsigned) because the Contract is unusual or particularly complex.  |
| K | Incorporating OGC Pre- review comments | The Contract Specialist is revising the draft contract to incorporate any comments received from the OGC from the pre-review process.  |
| L | Vendor Review                          | The Contract Specialist (or Buyer) has delivered a draft of the contract to the vendor. The Contract Specialist is not aware of the vendor being dissatisfied with the legal or business terms contained in the draft.   |
| M | PSA Administration                     | This step applies only to PSAs. The Owner is engaging directly with the vendor and arranging for the vendor's execution of the Contract.   |

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| N  | Negotiations with Vendor             | <p>The Contract Specialist has delivered a draft of the contract to the vendor. The vendor is not satisfied with the legal terms included in the draft contract. The vendor may also be dissatisfied with business terms included in the draft contract, in which case the Owner and/or Buyer would take the lead negotiating those business terms.</p> <p>If the vendor is dissatisfied only with business terms (but is satisfied with the legal terms) the contract would be considered to be in, "Internal Business Discussions."</p> <p>Following Negotiations, the contract file may return to Assessment Status (with the Contract Specialist again assessing the adequacy of the renegotiated Essential Business Terms) or proceed to Incorporating Vendor Revisions.</p> |
| O  | Incorporating Vendor Revisions       | <p>Negotiations have been conducted and the University has agreed to revise the draft contract. The Contract Specialist is making those revisions.</p> <p>Following this phase, the contract file may return to any one of Phases I, L or N or may proceed to Phase P.</p>  |
| P  | Vendor Execution                     | <p>The vendor has made the Contract Specialist aware that it is satisfied with the business and legal issues in the draft contract and that the vendor intends to execute the draft contract and provide required affidavits and certifications.</p>  |
| #  | <b>Phase Label</b>                   | <b>Description of Phase</b>   |
| Q  | Authorization Pending                | <p>One of the following circumstances:</p> <p>(1) The University is awaiting BOT Authorization<sup>2</sup>;</p> <p>(2) In the case of a Capital Contract, the Contract Specialist is awaiting full execution of the CAR prior to University Execution;</p> <p>(3) In the case of an exigent Capital Contract, the Contract Specialist is awaiting the required exigent contract authorizations;</p> <p>(4) In the case of a Capital Contract, the Contract Specialist is awaiting Purchase Order prior to Close-out; or</p> <p>(5) In the case of a PSA, the Contract Specialist is waiting for the Owner to file a requisition in KES.</p>   |
| R  | Assembling for University Execution  | <p>The Contract Specialist is reviewing the executed contract, affidavits, and certifications provided by the vendor and is determining whether they have been properly executed and (if the documents are properly executed) preparing them for submission to the University's signatory.</p> <p>If the vendor has not properly executed the documents, the Contract Specialist returns the file to the vendor for re-execution and the contract file returns to Vendor Execution Status.</p>  |
| S  | University Execution                 | <p>The Contract Specialist has delivered the contract file to the University's signatory for execution.</p>   |
| T  | Assembling for OGC Review            | <p>The Contract Specialist has received the executed contract from the University's signatory and, if required, is preparing the executed contract for submission to the Office of the General Counsel for final review and, if applicable, Attorney General approval as to form.</p>   |
| TT | Review by State Risk Auditor         | <p>The Vendor has requested modifications to the University's standard insurance requirements and the Contract has sent those modifications to the State Risk Auditor for review.</p>   |
| U  | OGC Final Review                     | <p>The Contract Specialist has delivered the final executed contract file to the OGC's office for final review, and if applicable, approval by the Attorney General as to form.</p>   |
| UU | University/Vendor Execution DocuSign | <p>Contract Specialist has issued a request to the Vendor and the University to execute the Contract via DocuSign.</p>  |
| V  | AG/Outside Counsel Review            | <p>OGC's office has delivered the contract file to the Office of the Attorney General for approval as to form or to outside counsel for legal sufficiency.</p>  |

| #   | Phase Label                       | Description of Phase  |
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| V V | Incorporating OGC/AG/OC Revisions | The Office of the General Counsel, Attorney General or Outside Counsel has reviewed the contract file and requested revisions to the contract and/or the associated affidavits and certifications. The Contract Specialist is working with the vendor, Owner, and/or Buyer to make those revisions. |
| W   | File Close-out                    | The Contract Specialist has received Final Approval from OGC and, if required, from the AG. The Contract Specialist is verifying that all compliance documents have been received and is providing the Buyer with the documentation for Purchase Order issuance.                                    |
| X   | Released                          | File Close-out has been completed.  |