

**Policy Number: 221.6**

**Policy: Contractual Agreements**

**Effective Date:**

**Revision Date: 1/2018**

**Approved by: Business Services Director**

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**POLICY:**

**I. Contractual Agreements:**

- A. When the institution enters into contractual agreements with external entities for products or services, the scope of work for those products or services with clearly defined roles and responsibilities, is stipulated in a written and approved agreement containing provisions intended to maintain the integrity of the institution. In such cases, the institution ensures the scope of the agreement is consistent with the mission and goals of the institution, adheres to institutional and State of Montana policies and procedures, and complies with the Commission's Standards for Accreditation. [Purchasing in the Business Office](#) provides guidance that includes links for bids and proposals, State Term Contracts, State Procurement Bureau, State Policies and Regulations, Requisition Time Schedule, Vendor Handbook and eMACS Vendor Registration. In addition, pre-approved forms and templates are provided for departmental use.

MSU Billings has implemented robust policies and procedures regarding contracting with external entities. The policies and procedures regarding processing University contracts are set forth in the [Purchasing Policy and Procedures](#). In concert with the [Delegation Agreement with the State of Montana and MSU](#), these guidance materials describe MSU Billing's clearly defined roles and responsibilities regarding authority for negotiating and signing contractual agreements. Contracts with external entities for products and services with a value in excess of \$5,000 are processed through Purchasing in the Business Office, which reports to the Vice Chancellor for Administration and Finance. Purchasing officers have experience and education that qualifies them to perform contracting on behalf of the University. These individuals attend training hosted by both the University and the State of Montana specifically regarding contracting in the University setting.

In consultation with MSU Legal Counsel and MSU Procurement Services, MSU Billings Purchasing provides guidance on contracting to MSU Billings Departments as needed. Exceptions to standard templates must be reviewed by MSU's Legal Counsel.