

**BSU/NTC Contract Preparation Reminders**  
Last Updated 12/11/12

This is a reminder message related to proper contract preparation. This information applies to all types of contracts: Professional/Technical, Services, Guest Lecturer/Presenter, Inter-Agency, Joint Powers Agreements, Income Contracts, Leases, and any other contractual documents processed through Procurement & Logistics.

**CONTRACTOR DUTIES:**

Duties must be specifically stated and detailed enough so that BSU and NTC have appropriate information and expected results to base payment upon OR to base non-payment upon if duties are not performed satisfactorily or if projects are not completed or outcomes are not achieved. "See attached" is not acceptable. Duties should be detailed in the contract and the contract format is expandable to allow that. Contracts lacking specific duty information will be returned to the originator for proper completion and re-routing for all signatures once corrections have been made.

**PAYMENT TERMS:**

Submission of invoices and payment schedules must be tied to SATISFACTORY completion of specific phases or stages of the project or upon SATISFACTORY completion of all duties specified in the contract. Contracts lacking specific language for the submission of invoices and payment schedule information will be returned to the originator for proper completion and re-routing for all signatures once corrections have been made.

**CONTRACT SIGNATURES:**

Faxed signatures are not acceptable for contracts. The original contract must contain all original signatures on the signature page. The Contractor should sign first and then the appropriate campus signatures. Please plan ahead accordingly to obtain the signatures so the contract can be processed before work begins in order to comply with Minnesota Statutes.

Thank you for your attention to these details. If you have questions when preparing a contract, please contact Procurement & Logistics. We would rather address your question in advance than send an incorrect contract back for correction and new signatures, which could delay your contract project since work should not begin before the contract is approved and processed.