



## CONTRACT REVIEWS

### ACRONYMS

**OGC** – Office of General Counsel

**OPC** – Office of Procurement and Contracting

**RAS** – Research Administrative Services

**WSS** – Workday Strategic Sourcing (formerly known as Scout RFP)

### DEFINITIONS

**Authorized Signatory** – Individual authorized by Howard University to sign contracts

**Contract Admin** – Is assigned the Sourcing Owner role for the WSS tasks. Throughout this job aid, they will be referred to as **Contract Admin**

**Sourcing Owner** – The assigned role in WSS that represents the person who owns and is responsible for this particular contract. This role is referenced by the position title of **Contract Admin** in this job aid

**Stakeholder** – A WSS user who has been assigned access to view the contract data

### CONTRACT STATUS

**In Progress: OPC Review** – Contract is under review by OPC

**In Progress: Pending Authorized Signatory Milestone Approval** – Request has been sent to Authorized Signatory to approve contract

**In Progress: RAS Review** – Contract is under review by RAS

**In Progress: Supplier Review** – Contract has been sent to Supplier to review

**Out for Approval** – Contract is under review by OGC

**Active** – Contract is signed and fully approved

## OGC INTAKE

1. Request is submitted to [contracts.ogc@howard.edu](mailto:contracts.ogc@howard.edu) inbox or via the [intake form](#).

If submission is sent to [contracts.ogc@howard.edu](mailto:contracts.ogc@howard.edu), OGC team will send intake form to requester to complete through WSS [https://howard.go.scoutrfp.com/new\\_request/contract/psct](https://howard.go.scoutrfp.com/new_request/contract/psct)

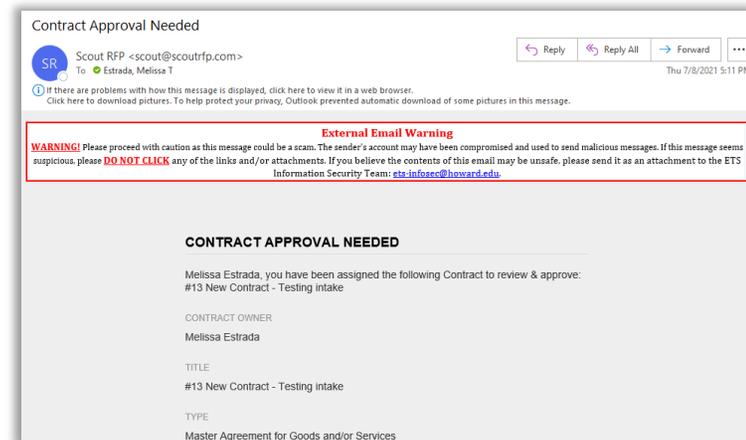


**Note:** If contract is Procurement related, the requestor will need to work with OPC to ensure that a Workday Requisition is in place prior to requesting a contract review in WSS

Contract intake form processing prior to OGC Intake:

- Intake form is routed to Contracts Manager who verifies contract type, procurement usage, RAS usage, Word document, and prepares document for review
- Contracts Manager adds **Milestone** for Authorized Signatory review
- WSS sends email to Authorized Signatory to complete milestone
- Authorized Signatory approves **Milestone**, Contracts Manager submits for approval

2. OGC Team Intake Approval receives email that Contract Approval is needed



3. Click link to **View Contract**

[VIEW CONTRACT](#)

4. Login to WSS



5. Click tabs on the left-hand side of the screen to view the contract metadata (**Contract Summary, Checklist, RAS**, etc.)
6. Go to the **Attachments** tab to view the contract
7. OGC Team Intake Approval will be assigned as stakeholders to all contracts that require OGC review. OGC to determine internally which attorney will own the contract review.

OGC Team Intake Approval assigns the following in WSS:

- a. From **Stakeholders** tab, add assigned attorney as read/write stakeholder
- b. Select “Receive email notifications” permission
- c. Click **Add**

8. Once Contract is ready for attorney review, navigate to the **Approvals** tab and click “Approve” to move it to the next step in the approval process
9. Assigned attorney will navigate to **Attachments** tab, download the contract, make redlines and negotiate with supplier as necessary

10. If additional review by ETS or Risk Management is required, assign using the **Milestone** tab (be sure the appropriate version of the contract is loaded into WSS)
  - a. Click the **Milestone** tab
  - b. Find milestone for ETS and/or Risk for approval. (**DO NOT** click **Mark Completed**. *This option needs to be available for ETS and/or Risk to complete*)

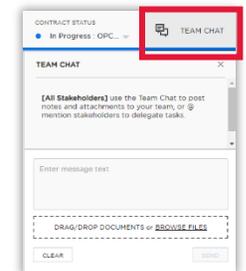


- c. Assign due date (Recommended: 48 hours)  
*Please note when information is changed, the milestone will drop to the bottom of the page.*  
Navigate to the milestone for ETS and/or Risk approval
- d. Click **Select Assignee** drop-down menu
- e. Type the name of the **Assignee** and click to select (**DO NOT** click **Mark Completed**. *This option needs to be available for ETS and/or Risk to complete*)



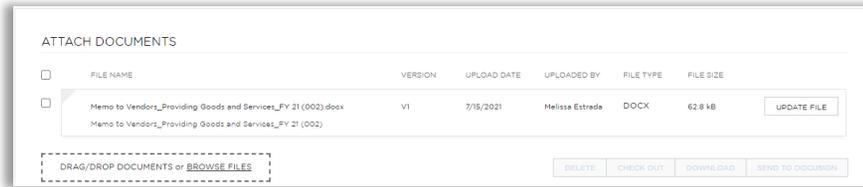
Note: If the Assignee name does not populate, you will need to contact the WSS Admin to add the person as a registered user

11. If you need any additional information or have questions, use the **Team Chat** function. You can use the @ feature to call out an individual stakeholder



OGC TEAM LEGAL MEMO SUBMISSION

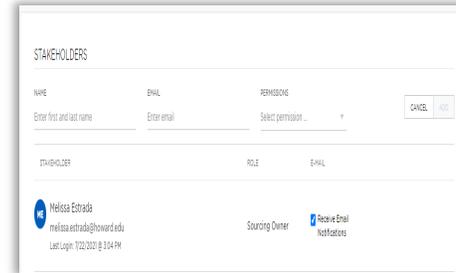
- When review is complete, go to **Attachments** tab, upload redlines, clean version of agreement and legal sufficiency memo as **separate** document uploads with clear naming conventions



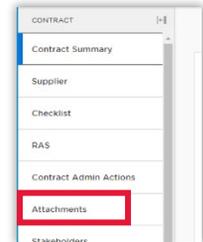
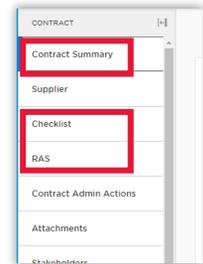
- Go to **Approvals** tab and click “Approve”
- Once you click approve, the contract request will automatically route to the General Counsel to review and approve

OGC APPROVAL-VP & GENERAL COUNSEL

- OGC Approval-VP & General Counsel Group receives email that Contract Approval is needed



- Click link to **View Contract**
- Login to WSS
- Click on the tabs on the left-hand side of the screen (**Contract Summary, Checklist, RAS**) to view the contract metadata
- Go to the **Attachments** tab to view clean contract, redlines, and legal sufficiency memo



- Go to **Approvals** tab and click “Approve”

Once contract is fully approved by OGC, Contracts Manager will route for signatures, finalize the contract and mark as active.



## PARALEGAL: COMPLIANCE REVIEW

### If compliance review is required:

Contract Admin will add the compliance cover page to the **DOCUSIGN** envelope with signature requests in the following order:

- a. Supplier
  - b. Compliance Review Paralegal
  - c. HU Authorized Signatory
1. After supplier signs in **DocuSign**, the contract will automatically route to Paralegal for compliance review (**PARALEGAL SHOULD NOT SIGN THE DOCUSIGN UNTIL COMPLIANCE REVIEW IS COMPLETE**)
2. When compliance review is complete, sign the contract in DocuSign (signature flag will be added to compliance cover page along with date of review)
3. Once reviewed/approved, contract will automatically route to HU Authorized Signatory