



Mississippi State UNIVERSITY

DATE: May 24, 2007

TO: All Vice-Presidents, Deans and Department Heads

FROM: Don Buffum, CPPO *DB*
Director, Office of Procurement and Contracts

SUBJECT: Contract Management Changes

This letter is to advise you of improvements that we are implementing in the area of contract management and to request information from you related to certain contracts already in place. Based on recommendations made to the President by the Internal Auditor we will be implementing steps to improve significantly the coordination and oversight of revenue generating contracts as well as other contracts entered into by the University.

Effective immediately all revenue generating contracts, other than Sponsored Program Contracts, shall be routed through and coordinated by the Office of Procurement and Contracts. Please see the enclosed guidelines for detail concerning this process. Signature authority to approve contracts for services and leases is very limited, and has been delegated by the President, except in a few very specific situations, to the Division of Finance and Administration; specifically, to the Chief of Staff, Director of Budget and Finance, and Director of Procurement and Contracts.

To allow for a greater degree of coordination and sharing of accurate information, the Office of Procurement and Contracts will be creating a database to monitor and track all revenue generating contracts. Enclosed with this letter is a list of applicable contracts which are currently recorded for your department, if any. Please review this list for accuracy and advise the Procurement Office of any changes or additions prior to May 20, 2007. It is imperative that the Procurement Office is provided with information on all contracts that generate revenue or potentially generate revenue. In addition, for all such contracts please provide the following:

1. Name of Contractor
2. Description of services or lease
3. Start Date
4. End Date

5. Contract Administrator – Provide the name, phone number, and email address for the individual in your department that has been assigned the responsibility of monitoring the contract to ensure compliance. This should include verifying that all services are being performed as set forth in the contract and that all revenues are being received as set forth in the contract. On a monthly basis, the Contract

Administrator will be expected to provide the Office of Procurement and Contracts with a summary of all revenues received as well as accurate accounting records which document the process used to verify revenues are in compliance with the contract. If funds are received quarterly or annually rather than monthly, this should be noted. The Contract Administrator will be expected to provide the required information according to the schedule of receipt of funds.

6. Year end summary revenue – Provide a summary of the revenues received during this fiscal year, to include, but not limited to, total amount received, accounting records which document the process used to verify revenues are in compliance with the contract, identification of the fund or program where the revenue was deposited, and identify what the funds have been used for.
7. We may ask for additional information as we progress into this project.

If you have any questions concerning this process, please feel free to give me a call or I can come meet with you.