

Contract Sponsor and Procurement Checklist

SPONSOR/DEPARTMENT:

1. **Native files.** *Has the vendor provided native, text-searchable, text-editable docs (preferably Word)?*
2. **Completed files.** *Are the documents complete (no blanks or missing information, especially party names, length of agreement, prices, scope, etc.)?*
3. **Complete set of files.** *Have you routed vendor-provided native files of any internally referenced, but externally sourced terms and conditions? Have you routed any referenced documents / contracts?*
4. **ITS security review memo / affirmative statement.**
 - *Will the vendor, at any point in time (whether installation, implementation, use, or post-use), have any connection with any ETSU IT asset (data, devices, network)?*
 - *If **yes**, secure and route either:*
 - **a signed security review memo** (“Risk Determination Memorandum”) ([found here](#)) or
 - **an affirmative statement from ITS that a security review isn’t necessary**
5. **Data.**
 - *Will any data be: (a) created by this system; (b) collected by this system; (c) maintained by this system; or (d) transferred or transmitted to / from the vendor?*
 - *If yes, what kind of data?*
 - **Student (FERPA)**
 - **Non-student patient data / PHI (BAA, [found here](#))**
 - **Other sensitive data (explain: _____)**

PROCUREMENT/CONTRACT SERVICES DEPARTMENT ONLY:

1. **Sponsor/Department requirements.** *Has the contract’s sponsor completed the questions above?*
2. **Routing sheet.** *Is the routing sheet complete, consistent with submitted documents, and signed?*
3. **Procurement requirements.** *Do the documents meet Procurement’s policies and procedures (signature authority, sole source, bid, etc.)?*
4. **File names.** *Are the agreement document files named in a way that makes it easy to identify:*
 - *the Procurement-assigned contract #*
 - *the contractor’s name*
 - *the ETSU sponsor’s name / department / unit*
 - *the type of agreement / a short descriptor (“Clinical Affiliation Agreement” or “hotel contract”)*

