State Contracts Database Policy

Scope

Except as otherwise stated within this policy, all agreements and contracts with a stated or potential expense obligation for the University of Nebraska at Kearney in any manner must comply with this policy. This policy is applicable to all colleges, departments, entities, and employees of the University.

Policy Statement

This policy establishes and requires a common procedure for the upload of University expense agreements and contracts to the Nebraska Department of Administrative Services State Contracts Database. Any conflicts or issues arising from this policy and its established procedures will be addressed by Business Services.
Reason for Policy

The University is committed to following and complying with all State of Nebraska laws and regulations through established policies and procedures. This compliance includes adhering to the requirements of the Nebraska’s Taxpayer Transparency Act (Neb. Rev. Stat. §84-602.01, as may be amended) related to the upload of contracts utilizing University funds to the State Contracts Database.

Procedures

Electronic Contracts
- Contracts processed through Business Services using the University Electronic Contract System will be uploaded to the State Contracts Database by Business Services
- Electronic Contracts will be uploaded to the State Contracts Database by Business Services within thirty (30) days following the end of the then-current fiscal year

Hardcopy Contracts
- Contracts processed through Business Services and executed by means of physical, scanned, faxed, or emailed documents due to State of Nebraska or Board of Regent policies and procedures, contractor needs or other requirements beyond the control of the University will be uploaded to the State Contracts Database by Business Services
- Hardcopy Contracts will be uploaded to the State Contracts Database by Business Services within thirty (30) days following the end of the then-current fiscal year

Purchase Orders
- All Purchase Orders will be processed through the University Electronic Procurement System
- Purchase Orders and their additional documentation will be uploaded to the State Contracts Database automatically by the University Electronic Procurement System
- The Purchase Order process will be overseen and managed by Procurement and Payment Services

Additional Contract Documentation
- All amendments, addendums, extensions, change orders, or other documentation involving the terms and conditions of any Contract must comply with the applicable processes and procedures associated with its respective Contract

Contract Redactions
- Redactions of any Contract terms or information should be made prior to the upload of the Contract to the State Contracts Database
In accordance with Neb. Rev. Stat. 84-712.05(3), it is the sole responsibility of the individual or entity contracting with the University to notify the University of any requested redactions at the time of execution of the Contract.

Exceptions
- This policy does not apply to employment contracts, sub-contracts of Sponsored Program grants, or contracts with no stated or potential expense commitment to the University.

Definitions

Contracts – all University agreements and contracts, as defined by Board of Regents Policy 6.3.1.3 (b), with a stated or potential expense commitment

Purchase Orders – documentation issued by the University committing to pay a University vendor or supplier for specific goods and products

State Contracts Database – online database established and managed by the Nebraska Department of Administrative Services to publicize State of Nebraska contracts as required by the Nebraska Taxpayer Transparency Act

University – University of Nebraska at Kearney including all of its colleges, departments, entities, and employees

University Electronic Contract System – online system, known as DocuSign, utilized to legally obtain signatures and execute contracts

Additional Contacts

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy &amp; Contracts</td>
<td>Business Services</td>
<td>308-865-8448</td>
<td><a href="mailto:contracts@unk.edu">contracts@unk.edu</a></td>
</tr>
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<td>Employment Contracts</td>
<td>Human Resources</td>
<td>308-865-8431</td>
<td><a href="mailto:bensonsa1@unk.edu">bensonsa1@unk.edu</a></td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>Procurement &amp; Payment Services</td>
<td>308-865-8419</td>
<td><a href="mailto:acctspay@unk.edu">acctspay@unk.edu</a></td>
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<tr>
<td>Sub-Contracts of Grants</td>
<td>Sponsored Programs</td>
<td>308-865-8496</td>
<td><a href="mailto:mocarskira@unk.edu">mocarskira@unk.edu</a></td>
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History

This is a new policy.