**BCM General Request Details- Information Needed**

* **Request Type**:
	+ New contract
	+ Amend and existing contract
	+ Renewal of existing contract
	+ Termination of existing contract
* **Work Group** (Drop-down list of work groups)
* **Department Name**
* **Department Address**
* **Department Contact Email Address**
* **Department Phone**
* **Funding Source**
* **Second Party** (The **Second Party** is the individual or organization that Brown (the first party) is entering into the agreement with. Second parties can have a contract party type of Supplier, Customer, Individual, or Partner.)
* **Additional Second Parties**
* **Vendor Contact** (Please provide the name of the person at the vendor who you are working with on this contract.)
* **Vendor Party Email**
* **Vendor Party Phone**
* **Contract Summary details** (Please explain the intended use of the services, product, terms of use or clickthrough and reason for submitting this request. Please provide a detailed description (include enough information for an understanding of what the contract is for.)
* **Brown Signer Name** (First name Last Name: Example George Smith)
* **Brown Signer Email Address**
* **Brown Signer Title**

**Additional Fields**

* **Was this contract awarded through a competitive process?** (For more information see  [Competitive bid requirements](https://www.brown.edu/about/administration/policies/node/258).)
* **Effective Date** (The **Effective Date** is used to specify the date on which the contract becomes available for use. This field, in combination with the End Date defines that date range when this contract is "effective". (Note: a contract must also be set to Active in order for users to spend against it.).

Hint: You can use the Effective Date Notification Lead Time field to send email notifications in advance of the effective date. Contract Owners, Stakeholders and even External Contacts can be set up to receive these notifications.

Note, however, that setting the Effective Date to a time in the past, an Effective Date notification will be automatically sent out.

University policy requires that contracts be in place prior to the start of work. If a contract request is backdated, attach an explanation describing the circumstances for the backdated request.
* **Proposed Contract End Date** (The **End Date** is used to specify the date on which the contract is no longer available for use. This field, in combination with the Start Date defines that date range when this contract is "effective". ( Note: a contract must also be set to Active in order for users to spend against it.).

Hint: You can use the  End Date Notification Lead Time field to send email notifications in advance of the end date. Contract Owners, Stakeholders and even External Contacts can be set up to receive these notifications.

This is wise to do in order to allow sufficient time to review a contract to see if the organization has met its obligations, has an opportunity to renew with more favorable terms, or should consider ending the contract and pursuing a different vendor.

Note, however, that setting the End Date to a time in the past, an expiration date notification will be automatically sent out.
* **Contract total value greater than $500,000?**
* **Proposed Contract Amount**
* **The Employee Versus Independent Contractor form has been uploaded to the Attachments page.**