CONTRACT AWARD AE: VENDOR

Process Description

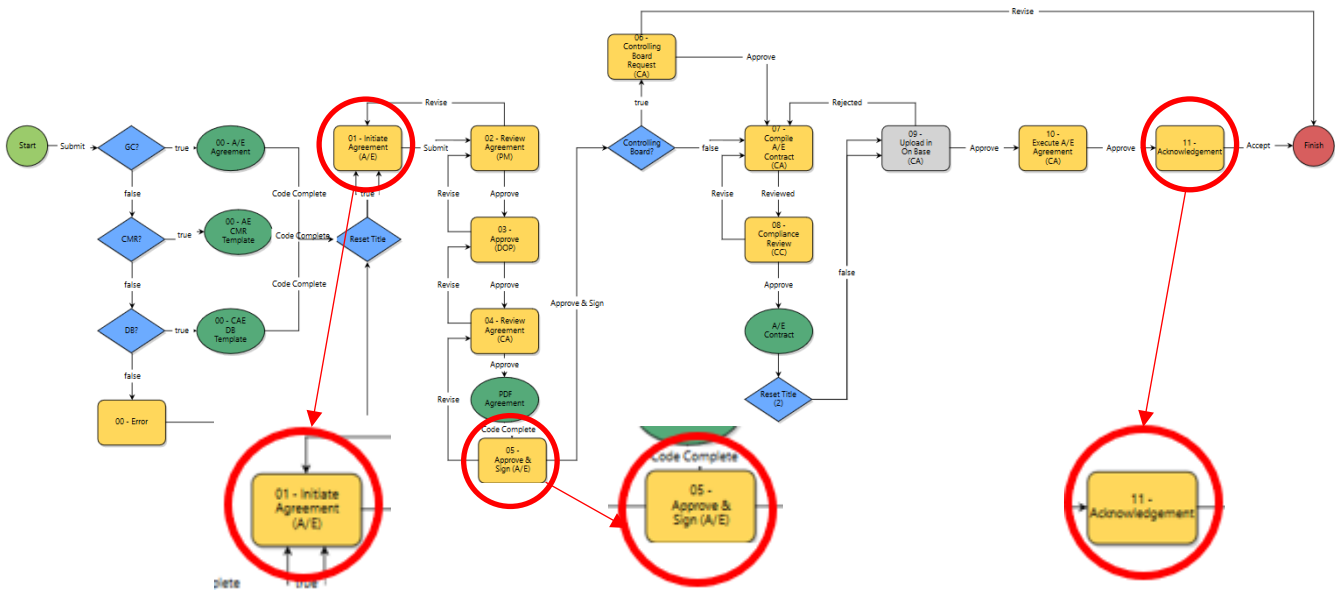Provides for the creation and execution of Architecture/Engineering contracts

Roles That can Start the Process

OSU Project Manager, OSU Contract Administrator

Process Participants

Architect/Engineer (AE), PM, CA, OSU Contract Compliance (CC), OSU Dir of Projects (DoP)

Workflow Diagram

Initiation of Process

Performed by OSU

Initiate Agreement (AE)

Complete the Agreement template and provide required documents
1. Select a *Project*
2. Click the *Processes* link in the left-hand menu
3. Click *Start Process*
4. Select *Contract Awarded Architect/Engineer*
5. Download the *Agreement Template*
6. Complete the fields
7. Upload document to the *Agreement Document* field
8. Attach the technical proposal
9. Agreement Summary Section – complete the fields (they must agree with the agreement)
10. Attach the *Insurance Certificate(s)*; make one combined PDF file if there are multiple certificates
11. Complete the Insurance Company Information grid

12. Complete the remaining fields and provide requested documents
13. Click the *Submit* button

Additional Steps

OSU performs the steps from Review Agreement (PM) through Review Agreement (CA)

Approve & Sign (AE)

Approve and sign the Agreement using DocuSign
1. Open the process
2. Review *Notes for AE* section for any additional document requests (ex. expired certificates)
3. Make any necessary updates to the documentation
4. Select *Approve and Sign* and then click *Take Action*
   Note: If you are a new DocuSign user, you will be prompted through the setup process

Additional Steps

OSU performs the steps from Controlling Board Request through Execute Agreement (CA)

Acknowledgement

1. Open the process
2. Download the *Executed Agreement* and *Technical Proposal* for your records
3. Select *Accept* or *Revise,* then click *Take Action*

Finish

Process is complete