



- e. *OGC Forms.* OGC promulgates contracting forms and templates for use by the System and Institutions.<sup>1</sup> To the extent possible, the current version of all OGC-approved forms should be used, without revision, except as to (1) vendor information, (2) scope of goods to be purchased or services to be provided, and (3) business terms, changes for which do not require OGC review. Business terms include, but are not necessarily limited to scope, financial arrangements, contract term and termination, and insurance. Any revision to any substantive legal term of an OGC-approved form must be approved by OGC prior to execution of the contract.
- f. *Insurance Requirements.* Insurance requirements for vendors contracting with the System and its Institutions are set by the System Office of Risk Management, and can be found [here](#). Any changes to insurance requirements other than professional liability insurance requirements must be approved by the Institution's contracting office in consultation with the System [Office of Risk Management](#). Changes to insurance requirements other than professional liability insurance requirements in OGC-approved forms do not require OGC review if such changes are reviewed and approved by the Office of Risk Management. Any changes to professional liability insurance requirements must be approved by OGC.
- g. *OGC Website.* OGC-approved forms are available on the [OGC website](#). In addition, the OGC website contains contract provisions which may be incorporated by reference into form contracts.

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- iv. Any contract involving the sharing, transfer, or processing of sensitive data, including student, employee, or medical records (e.g., FERPA-protected data, HR records, protected health information), records of financial transactions (e.g., credit card numbers and bank account information).
- v. Any contract with businesses or entities in foreign countries.
- vi. Any c

vendors and third parties, the contracting office and originating department should plan adequate time for OGC review and return.

- b. *Submission.* When submitting a contract for OGC review, the requesting Institution's contracting office should include the draft agreement in Microsoft Word format, including all exhibits, schedules, attachments, and order forms, and all other relevant documentation including but not limited to RFPs, RFQs, responses, and contract routing forms. For any renewals or amendments, the requesting contracting office should include a copy of the original contracts and all prior renewals and amendments. Submissions should clearly communicate the vendor/contractor name, contract value, and information regarding the goods and/or services to be provided under the contract. Any proposed changes to OGC-approved forms or contracts that have been previously reviewed by OGC should be redlined to reflect the proposed