FIN-FRM-014

Revenue Generating Service Contract Transmittal Form

Section 1- Form Purpose and Instructions

THIS FORM MUST BE COMPLETED BEFORE CONTRACT EXECUTION. This form will ensure that all revenue generating service contracts are reviewed and approved by the appropriate authorities in accordance with the Policy on Approval and Execution of Contracts and Invoices.

Section 2- Contract Information

Initiating Department _____

Individual Initiating the Contract _____

Description of Contract

Contractor/Other Party _____

Purpose of Agreement _____

_____

Check Applicable Category:

- ○ New
- ○ Renewal of Existing Contract
- ○ Modification of Existing Contract (i.e. amendment, timeline)

* If this is a Renewal, please attach a copy of the original contract. If this is a modification, indicate on which pages these occur _____

Section 3- Contract Details

Length of Contract _____ Beginning Date _____

Ending Date _____

Total Contract Value _____ Amount per Fiscal Year _____

*The Revenue generating service contract pricing template must accompany this form

To which Chartfield are Revenues being recorded? (Chartfield guidance can be found at Financial Services website under Support & Training)

Fund	Department	Account	Program	Class	Project

Is HST applicable? (HST Guidance can be found on Financial Services website under Procedures).

○ Yes ○ No

Are you receiving personal compensation or benefit for work performed as a result of this Service Contract?

○ Yes ○ No

If yes, and

a) You are a member of the Queen's University Faculty Association, note obligations cited under Article 18, Conflict of Interest and Conflict of Commitment, or

b) You are not a member of the Queen's University Faculty Association and hold a faculty appointment, note obligations cited in the Senate policy. Conflict of Interest and Conflict of Commitment (Faculty) approved by the Board of Trustees, http:/www.queensu.ca/secretariat/policies/senateandtrustees/conflict.html, or

c) You do not hold a faculty appointment, note obligations cited in the Human Resources Conflict of Interest and Commitment Policy, http://www.queensu.ca/humanresources/policies/workplaceissues/conflictofinterest.html

I have read the applicable policy and confirm that I understand my obligations ☐ - please check to confirm

Section 4- Contract Relevance and Implications

Please identify and describe the relevance of this Service Contract to the mission of the Unit and/or University
(please attach additional support if required)

_____

_____

_____

Please describe the implications of this resourcing commitment on teaching, research and/ or other activities of the unit
(please attach additional support if required)

_____

_____

_____

Section 5- Risk Assessment

Is this an international Contract/Agreement? i.e.is the contract with an entity from a foreign jurisdiction?

Yes No

If this is an International Contract/Agreement, is Ontario the jurisdiction where disputes arising out of this contract will be resolved? **Yes** **No**

If no, please forward the contract to University Counsel for review. PDF copy of form to legal@queensu.ca

Does Queen's University have a previous relationship with the foreign partner/contacts associated with this agreement?

Yes No

If yes, are there concerns? Please describe._____

If no, are there concerns? Please describe. _____

Does this agreement expose the University to any financial risk? i.e. Capacity to pay, non-standard pay terms, volatile currency, etc.)

Yes No

If yes, please describe _____
How will those risks be mitigated?_____

Are Contract Terms and Conditions (T's & C's) as per Queen's Service Agreement Standard Terms & Conditions?
Note: Standard T's & C's can be found on Queen's website http://www.queensu.ca/financialservices/forms.html

Yes No

If no, please forward to Univeristy Counsel for review and approval.

Does the contract involve the use of Hazardous Materials (i.e. Chemical, Radioactive, Biological) that fall outside the prescribed EHS compliance standards for Queen's, involve the use of Queen's equipment by a third party, involve Controlled Goods or Substances, involve materials subject to import/export regulations, site foreign EGS regulations' or includes a clause relative to Workers Compensation and/or poses any other Environmental Health and Safety issues? (for guidance on EHS matters, please visit the EHS website at www.safety.queensu.ca/pol.htm)

Yes No

If yes, please forward to EHS (Environmental Health and Safety) Department for review and Approval. PDF copy of form to safety@queensu.ca

Does the Contract involve a significant dollar value? (i.e. >$500,000) PDF a copy to finance@queensu.ca

Yes No

If yes, please forward a signed final copy of the Contract and Transmittal Form to Financial Services.

Section 6- Review

Has this contract been reviewed with:

University Counsel?

Yes No Not Applicable

Environmental Health and Safety?

Yes No Not Applicable Who? _____

Section 7- Approval

The Parties signing this Transmittal Form attest that they do not have a connection to or a financial interest in the organization with which this contract is being made. (Signatures must be in accordance with the policy on Approval and Execution of contracts and invoices)

Department Head	_____	Date	_____
Dean **or** Associate Dean of Faculty **or** Director of Shared Services	_____	Date	_____
Vice Principal Finance and Administration	_____	Date	_____
Provost and Vice Principal Academic	_____	Date	_____
Principal	_____	Date	_____

University Counsel Comments (Applicable to Questions in section 5)

☐ I find it to be in sufficient legal form for execution

☐ Please provide the following so that I may complete my legal review:

_____

☐ Please make the following changes. Comments attached.

☐ Please re-send with changes made for further review

☐ With these changes made, the agreement is in sufficient legal form

☐ The agreement as written is not in sufficient legal form to execute

_____
Office of University Counsel

_____
Date

Submission Requirements

The Revenue Generating Service Contract Transmittal Form must be kept on file in the office of the originator and be readily available as required by Internal Audit and Financial Services.