

Business Personnel Training Series - All Things Contracts!



Jeremy Clay
Director of Contract Administration



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The Contract Process?

Presentation Roadmap:

- What is the Office of Contract Admin?
- What is a contract?
- Signatory Authority
- Contract Request
- Contract Approval
- Making a Payment



What is the Office of Contract Administration (“OCA”)?

The Office of Contract Administration serves every MSU department, college, and unit and supports their efforts by ensuring that all contracts are managed efficiently, effectively, and in compliance with Mississippi State policies and state and federal regulations.



Jeremy Clay

Director of Contract Administration

✉ jmc17@msstate.edu



Becca Eakes

Contract Administrator I

✉ becca.eakes@msstate.edu



Justin Stidham

Contract Administration Manager

✉ justin.stidham@msstate.edu



Caitlin Telle

Senior Contract Administrator

Caitlin.Telle@msstate.edu



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What is a contract?

“An agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law”

Elements of a contract triggering review by OCA:

1. Written Agreement
2. With an external entity/party/vendor
3. Creating enforceable obligations
4. Requiring MSU's signature



What Contracts Does OCA Review?

With the exception of employment and research contracts, OCA reviews all other contracts where MSU is a contracting party.

These contracts typically include:

- Affiliation Agreements
- Book Store/Food Service/Athletic Concession
- Hotel/Convention Contracts
- IT Services
- Interlocal Agreements
- Purchase/Sale of Real Estate
- Contract Amendments
- Leases
- Licenses
- Memorandums of Understanding
- Purchase of Goods
- Purchase of Services
- Purchase of Services and Goods
- Revenue Generating Contracts
- Contract Renewals



OCA Review Continued:

- **What about \$0 contracts?**
- OCA will also review any \$0 contracts that are not research/employment contracts. This includes \$0 academic “Affiliation Agreements” and MOUs.
- **What about agreements/contracts between MSU departments?**
- Inter-campus agreements/contracts between MSU departments/units are not included in the types of contracts that must be submitted to OCA for review.



Who can sign a contract?



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Jeremy Clay
Director of Contract Administration
Mississippi State University
Mississippi State, MS 39762

Re: Signature Authority Delegation

Authority to execute agreements with a third party that bind the university to an obligation whether monetarily or otherwise (contracts) for and on behalf of Mississippi State University is hereby delegated to the Director of Contract Administration, Jeremy Clay. This authority specifically does not include authority to transfer, license or otherwise handle intellectual property of the university.

All actions taken under this authority must be in compliance with the policies of the Board of Trustees of State Institutions of Higher Learning and Mississippi State University in addition to all applicable state and federal laws and regulations.

The authority delegated hereby cannot be further delegated except for temporary, time limited authority of no more than ten (10) consecutive working days during which the above authorized individual is absent from office or otherwise unable to perform the functions of the office. Any such further delegation must be in writing with copies actually received by the President and the General Counsel before such delegation is effective.

All authority delegated by this letter requires the personal attention of and the personal signature of the Director of Contract Administration or his temporary designee.

Mark E. Keenum
President

9-29-23

Date

cc: Joan Lucas, General Counsel
Lesia Ervin, Director of Internal Audit
Les Potts, Interim Vice President for Finance and Administration



MISS

Administration

Who can sign a contract?

In general, only the following individuals are authorized to sign contracts and obligate the University.

- President of University
- Director of Contract Administration
- Director of the Office of Sponsored Projects



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Who can sign a contract?

- In accordance with IHL Board Policy 707.02, anyone signing a contract without authorization is subject to disciplinary action, up to and including termination.



Contract Requestor



- Departments shall name one or more Contract Requestor
- Fully understand the scope of the contract and all requirements of the agreement



Contract Requestor Responsibilities

- Verify all services are being performed as set forth in the contract (timing, quality, terms and conditions, etc.)
- Verify all costs are consistent with the contract
- Verify all revenues are being received as set forth in the contract
- Verify all bonds and insurance documents are received, considered adequate and properly filed
- Key contract payments and adjust contract budget as needed to document revenues/payments



Contract Approver Responsibilities

- By approving a Bully Buy contract request, Approvers are attesting to the following:
 - They have the budgetary authority to make all payments related to the contract.
 - They know the contract will further the mission of MSU
 - They do not have or know of any conflicts of interest related to the agreement
 - They have identified risks (financial, reputational, other), if any, to MSU related to the contract and have taken the proper actions to mitigate the risk.





Contract Approver

- All contracts must be approved by the Department Head or Director
- Contracts over \$75,000 must be approved by the appropriate VP
- Contracts \$250k-\$500k, approved by VPFA
- Contracts over \$500k approved by Dr. Keenum



IHL Approval Required

- IHL approval is required for the following:
- Prepayments over \$5,000
 - Submit Contract, Agenda Item
- Contracts over \$2,000,000 (full Board approval)
 - Submit Contract, Agenda Item, Ownership Form, Contract Attachment Form
- Leases over 12 months
 - Submit Contract, Agenda Item





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Bully Buy Terminology

- Below are frequently referenced terms used throughout training and seen within the Bully Buy system
 - **Contract Request:** A contract request is a form that's used as an intake for new contract requests. A department will complete the form and submit, this form will route through a workflow and end up with Contract Administration for the contract redlining, signature, and execution process.
 - **Contract:** A contract in Bully Buy is created from a fully approved contract request. The contract record is where the redlining/negotiation and signature/execution take place.
 - **Redlining/Review:** This is where a contract is sent between Contract Administration and contracting parties for revisions of the contract language
 - **Signature:** Contracts will be signed using eSignature through BullyBuy, the executed agreement can be found by opening the contract record, once signed



BullyBuy Process



Items in **blue** are completed by Contract Requestors



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Bully Buy Training Agenda

- **Contract Request Training**

- BullyBuy overview and navigation
 - Dashboard, quick search, actions items, notifications
- Submitting a contract request
 - Required fields, attachment of documentation, visibility into approval process
- Searching Capabilities
 - Searching for submitted and draft contract requests
 - Searching for and viewing contract from approved request
- Submitting a direct pay for payment against a contract



Logging in

Bullybuy.msstate.edu

Test.bullybuy.msstate.edu

Mississippi State University Login Page

NetID/NetPassword problems?
For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

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Powered by Apereo CAS 6.5.9.2 9/19/23, 7:56 PM

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Central Authentication Service

NetID:
jmc17

NetPassword:
[Redacted]

LOGIN

Federated Service

Authentication Management

NetPassword Setup and Maintenance

Two-Factor Setup and Maintenance

Two-Factor Authentication can greatly enhance your security. If you have not enrolled, [learn more](#).



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SIGN IN

Please enter the login credentials in the fields below to sign in to the application.
Password is case-sensitive.

Are you an existing user?

User Name *

Password *

[Forgot your Password?](#)

SIGN IN



SIGN IN WITH Jaggaer One

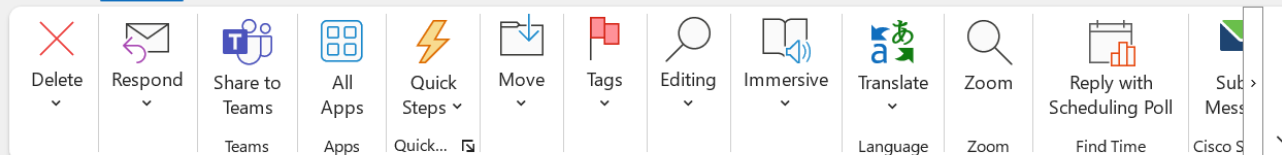
Are you a new user?

This application is accessible only to registered users.

With your account you will:

- Have access to all negotiated contracts
- Be able to shop from multiple vendors at discounted price
- Be able to search and find products

CREATE ACCOUNT

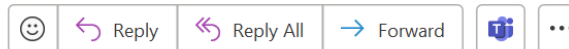


ATTENTION REQUIRED You have form request(s) pending for approval



Mississippi State BullyBuy <donotreply@msstate.e

To Clay, Jeremy



Mon 3/25/2024 5:02 AM

If there are problems with how this message is displayed, click here to view it in a web browser.



Re: Reminder for form request(s) pending approval in workflow step
Folder: IT Request Review sensitive data?

Dear Jeremy Clay,

The following form request(s) are pending your approval:

Form Request # 905273 entry submitted since 2/27/2024

Please "Approve or Reject" as soon as possible.

You can approve or reject form request(s) using the button below

[View Approvals Page](#)



sample request 3.28.2024 - has been approved and is now executed - Message (HT...

File

Message

Help

Acrobat

Tell me what you want to do

Delete

Respond

Share to Teams

All Apps

Quick Steps

Move

Tags

Editing

Immersive

Translate

Zoom

Reply with Scheduling Poll

Sub > Mess

Teams

Apps

Quick...

Language

Zoom

Find Time

Cisco S

sample request 3.28.2024 - has been approved and is now executed

Mississippi State BullyBuy <donotreply@msstate.e

To Clay, Jeremy

Reply

Reply All

Forward

Thu 3/28/2024 2:22 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Jeremy Clay,

Contract jc sample contract 3/28/2024, which originated from Contract Request sample request 3.28.2024 has completed contract workflow and is now executed.

Please use the below links to access the Contract Request and Contract as appropriate.

[View Contract Request](#)

[View Contract](#)

Thank You,

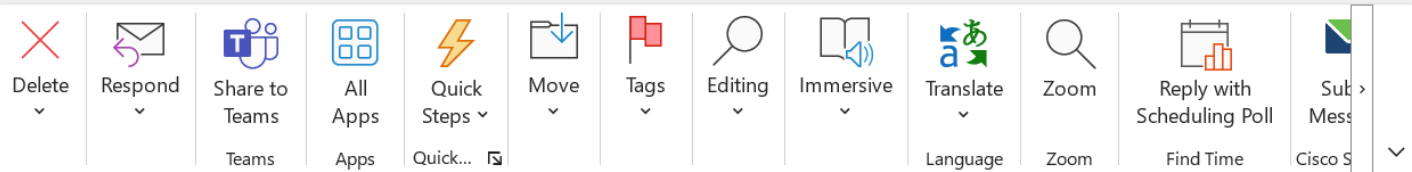
Mississippi State University

Support Team Contact Information:

+1 662-325-2550

bbhelp@procurement.msstate.edu

ministration



Completed: "jc sample contract 3282024.pdf"

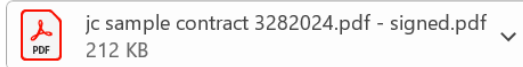


MSU- ITS via Adobe Acrobat Sign <adobesign@ac

To svc-jaggaeradobesign; Clay, Jeremy; Clay, Jeremy



Thu 3/28/2024 2:21 PM



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Powered by
Adobe
Acrobat Sign



All parties finished
jc sample contract 3282024.pdf

Open agreement

Attached is the final agreement between:

- MSU- ITS
- Jeremy Clay
- Jeremy Clay

Read it with [Acrobat Reader](#). You can also [open it online](#) to review its activity history.



tration

Questions?

- Contracts.msstate.edu
- jeremy.clay@msstate.edu
- 662-325-8131



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