

# Procurement and Contract Services

## Process for Requesting a No Cost Agreement

(This process does not apply to Revenue Agreements, Agreements involving payments for goods or services, Internships or Student Placement Agreements)

All requests for a No Cost Agreement (including MOU's) must be directed to the Contract Services Section of Procurement and Contract Services.

The campus department shall forward all pertinent documents and information via email to [contractservices@csus.edu](mailto:contractservices@csus.edu) when they need a No Cost Agreement executed.

The request shall include the following:

- Purpose and background information
- Scope of Work/Responsibilities of each party
- Dates covered by the agreement (start and end date)
- Contact person name, phone # and email address for other party
- Name and title of signatory for other party if known (not required)
- Full legal entity name of other party, and address for legal notices
- Confirmation of Department Approval by Dean, AVP or VP for the requesting department via a memorandum of authorization.

The Contract Specialist will review the request to make sure all required information is included determine the correct agreement type and template to be used, and draft the agreement using the information provided by the Requesting Department as follows:

### No Cost Agreement on University Template:

It is preferred that all agreements be executed using a University template. The Contract Specialist will draft the agreement using the appropriate University template.

A copy will be emailed to the requesting department for review before finalizing. Upon review by the requesting department the agreement is emailed to the other party for their review and approval.

Note: Depending on the request it may be necessary to obtain additional approvals from CSU Office of Legal Counsel, campus Risk Management, Academic Affairs, Student Affairs, etc.

### No Cost Agreement on Other Party's Template:

Periodically the requesting department will receive an agreement in a format developed by the other party. In this case the document is to be forwarded to Contract Services, Contract Specialist with a memo of authorization (as mentioned above) indicating the requesting department has reviewed the agreement and agrees to the scope of work. The Contract Specialist shall review the document for accuracy, making any revisions as needed and/or negotiating language, terms, or conditions with the other party as required until the document is finalized.

Upon final execution the requesting department will be provided a copy of the agreement for their records.