**Executive Summary -** Contract Review

Prepared by Date

Special Information:

|  |  |  |
| --- | --- | --- |
| 1. **Contract Form**
 | **Notes**  | **Answer** |
| Approved College Contract template **(unaltered)**. |  |  Yes [ ] **Check one** |
| Approved College Contract template **(*altered*)**. |  |  Yes [ ]  |
| External Party contract In Response to a College Request for Proposal. |  |  Yes [ ]  |
|  External Party contract **E**xternal party has signed or appended the College’s Standard Terms and Conditions **(unaltered)**. |  |  Yes [ ]  |
| External Party contract External party has signed or appended the College’s Standard Terms and Conditions **(*altered*)**. |  |  Yes [ ]  |
| External Party contract |  |  Yes [ ]  |
| Is there a College Statement of Work? (attach) |  |  Yes [ ]  No[ ]  |
| If a net cost to the department, was it budgeted?  |  Yes [ ]  No [ ]  | In what Cost Centre?  |  |

**Contract Information** (note:The College’s legal name is “The Algonquin College of Applied Arts and Technology”)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. Contract Details** | **What Page** | **Purpose of Engagement:**  | **Notes:**  | **Reviewed by:**(Signatory 1) |
| External Party name? |  |  |  |
| Contract start date? |  | ***Example****: March 12, 2023* |  | **Reviewed by:**(Risk personnel) |
| Contract end date? |  | ***Example****: March 12, 2028* |  |   |
| Contract length? |  | ***Example****: 5 years* | Year, Months |
| Renewal Clause? |  | ***Example****:* Yes [x]  No [ ] **(How long?)** *2 years* | **Yes** [ ]  **No** [ ]  | **Reviewed by:**(Finance or Procurement personnel) |
| Termination Clause? |  | **Note:**  | **Yes** [ ]  **No** [ ]  |  |
| Lifetime Contract Value (annual value **x** contract length **+** # of renewal years)? |  | ***Example:***  *$100,000x(5yrs+2yrs)**$700,000* | $ x (4 yrs + 0 yrs) $ |
| Ownership of Intellectual Property, Copyright, or Trademark clause? |  | **Note:**  | **Yes** [ ]  **No** [ ]  | **Specialty Review:**(ITS, Facilities, HR, Marketing, Other) |
| Insurance, Warranty, Indemnification Clauses? |  | **Note:**  | **Yes** [ ]  **No** [ ]  |  |
| Limited Liability Clause? |  | **Note:**  | **Yes** [ ]  **No** [ ]  |
| Governed by Canadian Law in Ontario Courts? |  | **Note:** | **Yes** [ ]  **No** [ ]  | **Approved by:** (Signatory 2) |
| ***Are Specialty Reviews Required?*** | Finance and Risk | Yes [ ]  | ITS | Yes [ ]  | Facilities | Yes [ ]  | HR or Marketing | Yes [ ]  |  |

1. **Margin Analysis**

(Contracts requesting approval based on generating revenue (of more than $1000) and net contribution)

|  |  |  |
| --- | --- | --- |
| The Budgeted Revenue the Contract will delivery this year | Total Expenses associated with contract. *(from below)*  | The Budgeted Net Contribution Revenue less total Expenses  |
| $  | $  |  $  |

**Expenses that will be incurred if the Contract is approved**

|  |  |  |
| --- | --- | --- |
| Incremental Expenses | Annual Cost (fully-loaded) | Notes |
| Original Capital investment | $  |  |
| Permanent Personnel needs | $  |  |
| Temporary Personnel needs | $  |  |
| Lease/Rent/Space Costs needs | $  |  |
| Equipment Purchase needs | $  |  |
| PD, Travel, Marketing needs | $  |  |
| Other Required Incidental needs | $  |  |
| (less) Expenses reimbursed  | minus$  |  |
| Total Incremental Expenses *(enter above)* | $  |  |