



The State University
of New York

Office of the
Chief Financial Officer

State University Plaza
Albany, New York 12246

www.suny.edu

MEMORANDUM

**TO: Campus Business Officers
SASA Executive Directors
Campus Procurement Officers**

February 3, 2012

**FROM: Jeffrey J. McGrath
University Controller**

SUBJECT: 2012 ASC Model Contract Guidance

With the recent release of the ASC Model contract we would like to provide guidance based on the anticipated SFS go-live period and campus feedback we received relative to the ASC contract process.

Because the Statewide Financial System (SFS) go-live/conversion is scheduled for April 1, 2012 – April 13, 2012 (approximately), and SUNY will begin a controlled roll-out of our financial management system applications after that, we need to clarify and recommend the following with regard to the ASC contract submission and encumbrance/BCL process. In this regard, we are requesting the new ASC model contract package (items 1 through 4 below) be submitted to this office for review and approval by March 31, 2012. The new ASC model contracts should not be input into the SUNY web procurement application until after the SFS go-live.

As with the previous ASC contracts, prior to submitting to this office for review and approval please adhere to the following:

1. Work with your campus counsel throughout the process to ensure compliance with the terms of the model contract.
2. After your campus counsel has reviewed the contract, have the contract signed by the campus president and by an authorized official of the ASC (along with four additional signature pages). The contract signature page must have the ASC signatory notarized. It is not necessary to have the four additional signature pages notarized.
3. Provide campus contact information when submitting to the University Controller's Office.
4. In addition, a complete ASC contract package must include:
 - a. One contract with a properly notarized signature page.

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- b. Standard NY Contract Clauses – Exhibits A and A-1.
- c. Guidelines for ASC's – Exhibit B.
- d. Administrative Requirements for ASC's – Exhibit B-1.
- e. Completed listing of ASC Services and Activities – Exhibit C.
- f. Completed listing of Facilities, Utilities, and Other Campus Services Provided – Exhibit D.
- g. Completed listing of Affiliated Organizations and Campus-provided Resources – Exhibit E.
- h. Four (4) additional signature pages with original signatures, include campus code and contract number in upper right hand corner of each.
- i. A copy of the Certificate of NYS Workers' Compensation Insurance Coverage (Form C-105.2) needs to be obtained from the ASC insurance carrier and submitted with the contract. Information on obtaining the form can be found at <http://www.wcb.state.ny.us/content/onlineforms/obtainC105.jsp>.
- j. All required OSC Vendor Responsibility forms available online at <http://www.osc.state.ny.us/vendrep/index.htm>.
- k. A properly completed Procurement Record checklist with original signature (with items below pending).

Upon availability of SFS and SUNY financial systems (approximately mid-April), campuses will be notified to submit the items below to the University Controller's Office:

- 5. A properly completed Contract Encumbrance (AC340) request with original signature.
- 6. A clean, error free batch control list (BCL).

The University Controller's Office will then forward the contract package to the Attorney General for approval.

Copy: B. Hutzley
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