

# TCM: Contract Types & Template Requirements

## Table of Contents

Below is the listing of Baylor Contract Types in Total Contract Manager (TCM). Every contract request must contain the details listed in the General Information section. Any specific information needed to complete a *Baylor Template* (*Template Names in Italic*) is listed under the Contract Type. **Ctrl + Click on the Contract Type or Template below to advance directly to the material.**

### **General Information**

*Standard Information for ALL Contracts*

### **Contracts for Goods and Services**

Contracts for Goods

*Purchases, Leases or Licenses (Non PO/Acceptance)*

*Preferred Suppliers*

Contracts for Services

*Professional Services*

*Catering Services*

*Video Production Services*

*Personal Services*

*Speaker or Performers*

Design, Construction, and Real Estate

Travel and Logistics, Off-Campus Events

*Hotel Event and Room Block; Hotel Addendum*

### **Revenue-Generating Contracts**

On Campus Facilities Rental

*Facility License Agreement*

Publishing, Editing, and Translation

*Single Author, Multi Authors*

*Single Editor, Multi Editors, Series Editor*

*Work for Hire*

*Translation*

Sale of Goods and Services

*Bill of Sale*

### **Other Types**

Internship and Affiliation

*Internship/Clinical Affiliation*

Joint Venture/Partnership

Non-Disclosure

*Mutual Non-Disclosure Agreement*

Licenses, Trademarks and Copyrights

*License for Use of Recordings and Presentations*

Other Non-Categorized Contracts

### **Employment**

Coaches

Faculty

Staff

Visiting Scholars

# TCM: Contract Types & Template Requirements

**General Information** - To request a specific contract, departments should enter the applicable information related to the contract fields which are listed below under each Contract Type, along with the Standard Information below. These fields will be used to complete the Baylor Contract Template.

**Standard Information which should be provided for every contract includes:**

- a) Second Party Name
- b) Second Party Contact Name & Email Address
- c) Second Party Signatory Name & Email Address
- d) Contract Summary
- e) Start Date (when the contract will be effective)
- f) End Date (when the contract will expire)
- g) Department Name
- h) Department Contact, Contact Email, Address, and Phone Number

# TCM: Contract Types & Template Requirements

## I. Contracts for Goods and Services

### I. Contracts for Goods

- a. *Purchases, Leases, or Licenses (Non PO/Acceptance)*
  - i. Pricing and Description of Goods
  
- b. *Preferred Suppliers*
  - i. Exhibit with Schedule of Pricing/Description of Goods

### I. Contracts for Services

- a. *Professional Services*
  - i. Exhibit A: Description of Services, Deliverables, Compensation
  
- b. *Catering Services*
  
- c. *Video Production Services*
  
- d. *Personal Services (Independent Contractor)*
  - i. Contractor's Area of Expertise
  - ii. Summary (Description of Work)
  - iii. Review performance period
  - iv. Evaluation Metrics
  - v. Payment Amounts
  - vi. Frequency of Payments
  - vii. Final Payment Date
  - viii. Fee not too Exceed Amount
  - ix. Reimbursable Expenses
  - x. Termination Notice (days in advance)
  
- e. *Speaker or Performer*
  - i. Contract Summary
  - ii. Term
  - iii. Title of Presentation
  - iv. Reimbursable Expenses Yes/No
  - v. Amount of Reimbursable Expenses
  - vi. Content and Subject Matter
  - vii. Event and/or Location
  - viii. Dates and Times of Event
  - ix. Presentation Schedule
  - x. Hospitality and Technical Requirements, if any
  - xi. Performer's Fee

# TCM: Contract Types & Template Requirements

## 2. Design, Construction, and Real Estate

- a. Construction Manager at Risk
- b. Conventional Construction Contract
- c. Design
- d. Design-Build
- e. Real Estate

## 3. Travel and Logistics, Off-Campus Events

- a. *Lodging (Hotel) Room Block and Hotel Addendum (if Second Party paper utilized)*
  - i. Name of Event
  - ii. Contract Summary: dates of stay, number of rooms needed
- b. Logistics
- c. Off-Campus Events
- d. Travel

# TCM: Contract Types & Template Requirements

## II. Revenue-Generating Contracts

### I. On Campus Facilities Rental

- a. *Facility License Agreement (Second Party leasing Baylor Facility)*
  - i. Name of Event
  - ii. Facility Address
  - iii. Building Name
  - iv. Total Fee
  - v. Rental Start Date and Time
  - vi. Rental End Date and Time
  - vii. Overtime Charge
  - viii. Additional Notes
  - ix. Deposit Due Date
  - x. Amount of Deposit
  - xi. Remaining Balance Due Date
  - xii. Remaining Balance Payment
  - xiii. Upload Exhibit A: Floor Plan (if applicable)

### 2. Publishing, Editing, and Translation

- a. *Single Author*
  - i. Title of Piece
  - ii. ISBN Number
  - iii. Delivery Date
  - iv. Word Count
  - v. Revenue/Royalty Percentage
  - vi. Additional Provisions
  
- b. *Multi-Authors*
  - i. Additional Second Party Name
  - ii. Additional Second Party Address
  - iii. Title of Piece
  - iv. ISBN Number
  - v. Delivery Date
  - vi. Word Count
  - vii. Revenue/Royalty Percentage
  - viii. Additional Provisions
  
- c. *Single Editor*
  - i. Title of Piece
  - ii. ISBN Number
  - iii. Delivery Date
  - iv. Word Count
  - v. Revenue/Royalty Percentage
  - vi. Additional Provisions

# TCM: Contract Types & Template Requirements

- d. *Multi-Editors*
  - i. Additional Second Party Name
  - ii. Additional Second Party Address
  - iii. Title of Series
  - iv. ISBN Number
  - v. Delivery Date
  - vi. Word Count
  - vii. Revenue/Royalty Percentage
  - viii. Number of Copies to Editors
  - ix. Additional Provisions
  
- e. *Series Editor*
  - i. Title of Series
  - ii. Revenue/Royalty Percentage
  
- f. *Work for Hire*
  - i. Title of Piece
  - ii. Volume Name
  - iii. Word Count
  - iv. Final Due Date
  
- g. *Translation*
  - i. Translate to this Language
  - ii. Title of Piece
  - iii. Flat Fee
  - iv. Retail Price Minimum

## **3. Sale of Goods and Services (Baylor as Supplier)**

- a. *Bill of Sale*
  - i. Sale Price
  - ii. Description of Goods
  - iii. Location of Goods for Pick Up

# TCM: Contract Types & Template Requirements

## III. Other Types

### I. Internship and Affiliation

- a. *Internship/Clinical Affiliation*
  - i. Academic Program Name
  - ii. Departmental Specific Requirements

### 2. Joint Venture/Partnership

### 3. Non-Disclosure

- a. *Mutual Non-Disclosure*
  - i. Department
  - ii. Department Contact
  - iii. Second Party contact name
  - iv. Second party contact email address
  - v. Second party signatory name
  - vi. Second party signatory email address

### 4. Licenses, Trademarks, and Copyrights

- a. *License for Use of Recordings/Presentations*
  - i. Department
  - ii. Department Contact
  - iii. Second Party contact name
  - iv. Second party contact email address
  - v. Second party signatory name
  - vi. Second party signatory email address
  - vii. Dates and Times of Event
  - viii. Lecture on Mankind
  - ix. Flat Fee

### 5. Other Non-Categorized Contracts

# TCM: Contract Types & Template Requirements

## IV. Employment

### 1. Coaches

### 2. Faculty

### 3. Staff

### 4. Visiting Scholars