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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
**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
I. Contracts for Goods and Services

1. 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

1. 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
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
II. Revenue-Generating Contracts

1. On Campus Facilities Rental
   - 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
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
III. Other Types

1. 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
IV. Employment

1. Coaches

2. Faculty

3. Staff

4. Visiting Scholars