

CONTRACTS, GRANTS, PROPOSALS, AND PURCHASE-OF-SERVICE AGREEMENTS

Background:

To ensure that clear lines of authority are established in responding to grants, RFP'S (requests for funding proposals) and receipt of funding through legal contracts, as well as outlining the terms in which the agency will purchase services from other organizations.

Policy:

Vincennes University has authorized the Executive Director to negotiate and enter into grants, contracts and purchase-of-service agreements which pledge the human and financial resources of Generations and their implementation. No grant, contract or purchase-of-service agreement shall result in personal gain for any member of the Generations Council, employee, volunteer, or committee member, except as such contract or agreement is entered into directly with such individual and/or organization represented by such individual for goods or services which benefit the organization and/or its clients. In such a case involving a member of the Generations Council or an employee, the individual shall make known in writing a conflict of interest to the Executive Director, and shall be restricted from voting or otherwise directly influencing the decision whether or not to enter into such contract or agreement. No individual or organization shall be given preferential treatment in the award of the contract or service agreement by reason of his, her, or their relationship with the organization.

Procedure:

1. The Executive Director is responsible for ensuring that any contracts or agreements represent activities that are consistent with the organization's mission, purposes, and priorities.
2. The Executive Director is responsible for consulting with legal counsel to determine the extent of additional liability that may result from any contractual relationship, as well as compliance with applicable local, state, and Federal laws. If regulations or