

Executive Memorandum

Delegation of Administrative Authority to Approve Certain Types of University Contracts, and Requirements for Submittal and Execution of Contracts Requiring Approval of the Board of Regents

1. Delegation of President's Authority to Approve Certain Contracts


Pursuant to Section 6.4 of the Bylaws of the Board of Regents of the University of Nebraska and the Board of Regents Policy on Administrative Approval, the Board on December 4, 2018, approved those types of contracts outlined in the Addendum attached hereto, subject to the requirements stated in the Addendum.

Each Chancellor may further delegate all or any portion of the authority outlined in the Addendum to such administrative officials. Further delegation of authority to approve and execute contracts shall be documented in writing, signed by the Chancellor, and filed as a record with the Board of Regents to be effective.

2. Contracts Requiring Board Approval

Any proposed contract not described in Section 4 of RP-6.3.1 shall require specific approval by the Board of Regents. All such contracts shall be submitted to the Board in final written form with the agent's signature and the Board's approval is requested. All such contracts once approved by the Board shall only be executed by the President or an authorized agent of the President. All such contracts shall be filed as a record with the Board of Regents pursuant to the Bylaws of the Board of Regents.

Dated this 20th day of December, 2018.


Hank M. Bounds, President

Reference: December 14, 1996
Amended July 1, 1996
Amended March 1, 2008
Amended December 20, 2018

UNIVERSITY OF MINNESOTA
Delegation of Administrative Authority to the University/საუნივერსიტეტო ადმინისტრაციის დელეგირებული ხელისუფლების უზრუნველყოფის შესახებ
Executive Memorandum No. 14 - Addendum...

Effective January 1, 2019

Type of Decision...	Position	Authority	President	Chancellors
1 Any contract with a public utility or similar organization for the purchase of public utility services routinely used in the normal course of business in operation of the university.		RP-6.3.1(4)(a)	Yes	Yes
2 Any contract for the purchase of fuel, including but not limited to gasoline, diesel fuel, propane, etc., routinely used in the regular course of business in operation of the university.		RP-6.3.1(4)(b)	Yes	Yes
3 Any contract relating to the staging, performance, or sponsorship of any cultural, performing arts, recreational, or intercollegiate athletic event.		RP-6.3.1(4)(c)	Yes	Yes
4 Any contract for the procurement of construction services for a building or other structure or improvement to real property which does not exceed \$5,000,000 in the aggregate.		RP-6.3.1(4)(d)	Yes	Yes
5 Any contract for a building, renovation, or otherwise described in Section 3.1(4) provided that the contract does not exceed \$5,000,000 in the aggregate.		RP-6.3.1(4)(e)	Yes	up to \$2,000,000
6 Any contract granting a license or assigning the right to grant a license in regard to the marketing or sale of any University class or course of instruction.		RP-6.3.1(4)(e)	Yes	No
7 Any contract for services relating to the marketing or sale of any University class or course of instruction by a licensee or assignee of the University.		RP-6.3.1(4)(e)	Yes	No
8 Any amendment of or change order to a contract for the procurement of construction services for a building, structure, or other improvement to real property, if such contract is duly approved by the Board of Regents or duly approved and executed pursuant to Section 4d, providing that such amendments or change orders for the project do not exceed in the aggregate, the greater of \$1,000,000 or 2% of the total project cost.		RP-6.3.1(4)(f)	Yes	up to \$1,000,000
9 Any contract for the procurement of professional services, except services of a licensed architect, engineer, landscape architect, or land surveyor, where the contract value does not exceed \$2,000,000, including contractor services.		RP-6.3.1(4)(g)	Yes	Yes
10 Any contract with an accounting/auditing firm.		RP-6.3.1(4)(g)	Requires Pre-approval by Board of Regents Audit, Risk, and Compliance Committee	Yes
11 Any contract for the procurement of professional services of an architect, engineer, landscape architect, or land surveyor, where the firm has been selected in accordance with RP-6.3.2.		RP-6.3.1(4)(h)	Yes	Yes
12 Any contract granting to a party a lease or license to use University real property provided the term of the lease or license does not exceed twenty (20) years or (2) the total aggregate rents or license fees payable over the term of the lease or license do not exceed \$5,000,000.		RP-6.3.1(4)(i)	Yes	up to \$2,000,000
13 Any contract for or grant of an easement encumbering University real property if the encumbrance of the easement and associated damages does not, in the reasonable judgment of the University, exceed a commercial value of \$1,000,000.		RP-6.3.1(4)(j)	Yes	up to \$1,000,000
14 Any contract granting a license or assigning the right to grant a license in any University technology as part of the transfer of such technology for commercial purposes.		RP-6.3.1(4)(k)	Yes	Yes
15 Any contract of employment with a University faculty or staff member, including UNMC Terms of Employment Agreements with clinical faculty and UNMC Supplemental Compensation Agreements, for appointments and salary obligations that are approved by the President or his or her designees under Section 3.2 of the Bylaws.		RP-6.3.1(4)(l)	Yes	Yes
16 Any contract for the disposal of real property that the President is authorized to approve in accordance with RP-6.2.3.		RP-6.3.1(4)(m)	Yes	Yes
17 Any contract relating to acceptance of a gift or grant that the President or a Chancellor is authorized to accept in accordance with RP-6.5.7.		RP-6.3.1(4)(n)	Yes	Yes
18 Any subcontract awarded in accordance with a grant to the University in the normal course of business.		RP-6.3.1(4)(o)	Yes	Yes