**Contract Review by Contract Owner – Expedited Process**

|  |  |
| --- | --- |
| Contract Owner: | [name] |
| Date review completed: | [date] |
| Contract name: | [insert] |
| Brief contract description: |  |

***Please read the accompanying guidance note before completing the contract review below.***

**SECTION A: COMMERCIAL TERMS**

|  |  |  |
| --- | --- | --- |
| **Area** | **Summary** | **Clause accepted by Contract Owner**  **[Accepted as drafted OR successfully negotiated]** |
| **Description of activity/ services** |  |  |
| **Obligations of the University** |  |  |
| **Obligations of the other Party** |  |  |
| **Fees/ Financials** |  |  |
| **Payment Terms** |  |  |
| **Delivery Milestones** |  |  |
| **KPIs / Service Levels** |  |  |
| **Confidentiality** |  |  |
| **Insurance** |  |  |
| **Rights of Audit** |  |  |
| **Rights of Sub-Contracting** |  |  |
| **Is there a clause headed TUPE? State yes or no.** |  |  |
| **Are there any terms related to exclusivity or non-compete? If so, do a brief summary.** |  |  |
| **Are there any other relevant documents – eg pricing schedules, service level agreements, data sharing agreements? If so, state what these are.** |  |  |
| **Any other key terms identified by the Contract Owner** |  |  |

**SECTION B: STAKEHOLDER CONSULTATION**

|  |  |  |
| --- | --- | --- |
| **Area** | **Name of Stakeholder consulted (if applicable)** | **Stakeholder feedback** |
| **Finance** |  |  |
| **Tax** |  |  |
| **DTS / Information Security** |  |  |
| **Procurement** |  |  |
| **Insurance** |  |  |

**SECTION C: INTELLECTUAL PROPERTY RIGHTS (IPR)**

|  |  |
| --- | --- |
| Is any existing IPR utilised in the delivery of this contract, and who is this currently owned by? |  |
| Will any new IPR will be created in the delivery of this contract? Who will own this? |  |
| Will the University be relying on any third party IPR? If so, do we have a licence in place to use this as required? |  |