Oregon State University Extension Service
Guidelines for Extension Contracts

Expectations:
All contracts for Extension should be current and fully signed and executed by the appropriate parties.

Purpose:
This Extension guideline addresses the procedure for obtaining approvals on any agreement that makes a commitment of Extension’s staff and/or other resources. Examples: Service Districts’ Intergovernmental Agreements, Non-OSU Employee Technology Access Agreements, and Lease Agreements.

Process:

1. Existing Intergovernmental Agreements or Non-OSU Employee Technology Access Agreements should be reviewed for renewal at least six-months prior to its expiration.

   A. Intergovernmental Agreements or Non-OSU Employee Technology Access Agreements
      1) Extension Administration will update the existing Agreement and send it to the appropriate party (recipient) for review, updates, or comment, and for review by county representative.
      2) The Recipient will return the unsigned reviewed document to Extension Administration.
      3) Extension Administration will send the document to the OSU’s Procurement and Contract Services (PaCS) Office for review.
      4) Once Extension Administration receives back the Agreement from PaCS, Extension Administration will send the document to the Recipient.
      5) The Recipient will be responsible for printing two copies of the Agreement and for obtaining the appropriate local County Commissioners signatures on each of the documents.
      6) The appropriate party or recipient signs both copies of the Agreement.
      7) The Recipient mails both signed copies of the Agreement to Extension Administration.
      8) Either the Extension’s Director or Associate Director signs both copies of the Agreement and Extension Administration will forward to PaCS.
      9) PaCS is the final signature authority on the Agreement. After approving the Agreement on behalf of OSU, PaCS returns to Extension Administration.
     10) Extension Administration will distribute the Agreement: one original for Extension Administration, a copy for the Extension County Office, and an original for the local County authorities. A copy will be distributed to the University Administrative Business Center as appropriate.

   B. Other Extension county agreements, for example lease agreements, should be received with sufficient time for it to be reviewed by Extension Administration. Extension Administration will forward any agreements to PaCS. Once received from PaCS, Extension Administration will distribute to the appropriate parties.

Date: August 2009
2. New Intergovernmental Agreements or Other Agreements that Commits Staff and/or resources:

A. Intergovernmental Agreements or Other Agreements
   1) Extension Administration will provide examples to the Requestor.
   2) The Requestor will work with the appropriate parties for updates or comment.
   3) The Requestor will return the unsigned reviewed document to Extension Administration.
   4) Extension Administration will send the document to the OSU’s Procurement and Contract Services (PaCS) Office for review.
   5) Once Extension Administration receives back the Agreement from PaCS, Extension Administration will send the document to the Requestor.
   6) The Requestor will be responsible for printing a copy of the Agreement and for obtaining the appropriate signatures on the document. (Two copies if new Service District Agreement).
   7) The Requestor or the Appropriate Party signs the Agreement.
   8) The Requestor mails the signed Agreement to Extension Administration.
   9) Either the Extension’s Director or Associate Director signs the Agreement and Extension Administration will forward to PaCS.
  10) PaCS is the final signature authority on the Agreement. After approving the Agreement on behalf of OSU, PaCS returns to Extension Administration.
  11) Extension Administration will distribute copies of the Agreement to the appropriate parties.

3. A semiannual report will be generated in a fiscal year for the Extension Administrative Team to provide the status of the Service Districts’ Intergovernmental Agreements. If there are activities regarding these IGA renewals, this report will be generated quarterly.

Date: August 2009