

## **MSUM Contracts- Temporary Process**

If you have a contract that needs to be fully signed and executed, sign it and email it to [shannyn.jacobsen@mnstate.edu](mailto:shannyn.jacobsen@mnstate.edu). You may sign it using the signature tool on the pdf; a handwritten signature is not required. The person signing is required to have a Delegation of Authority to sign contracts. Please keep the original document, as Business Services may need to sign and file those at a later date.

## **Guidance for Contract Cancellations Due to COVID-19**

You should examine all of your contracts at least through the end of this fiscal year, including but not limited to: any artists or performance contracts; any conferences, training, or speakers; summer camps or upward bound trips; any events like commencement with multiple related contracts (videographers, speakers, printing, catering, etc.); food service contracts; and anything else that may be delayed or postponed in the next few months. **If you need to cancel a contract, please contact Shannyn Jacobsen to assist in the procedures required to properly cancel the contract.**

## **Contract Templates**

You are required to use the most current templates. System Office has edited the templates to include a Force Majeure clause. <https://www.mnstate.edu/system/templates/index.html>

## **What If the Vendor has Signed the Contract but Minnesota State Has Not? Does the Vendor Need to be Notified That Minnesota State is Not Going to Sign?**

If you are not going to continue with the contract let the contractor know that Minnesota State has decided it cannot move forward with the contract at this time.

## **What About RFPs In Progress?**

**If you currently have an RFP posted and would like to cancel the RFP, please let Shannyn Jacobsen know.** If you no longer see an immediate need for the service or product, we should post a notice that your RFP is cancelled.