

CONTRACT COVER SHEET – APPENDIX A

This form must be completed by the Contract Owner, approved by the Contract Owner's business unit manager, and submitted to the Authorized Signatory together with the Contract Cover Sheet for all Contracts that are exempt from review by the Office of General Counsel (OGC) because they are a Small Contract (as defined in the OGC Contract Review Protocol).

Contract Owner: _____

Contract Name/Title: _____

Contract Counterparty: _____

A. All of the following are generally required in all URI Contracts. The Contract Owner must read the Contract carefully and check each of the following if true. If any of the following cannot be affirmed, the Contract Owner must complete Part B.

1. The contract contains no provision by which URI agrees to the laws, jurisdiction, or venue of a state or country other than Rhode Island or the United States.
2. The contract contains no agreement by URI to exclusivity, non-competition, or non-solicitation.
3. There is no term which allows the counterparty to change any terms unilaterally in the future.
4. Either there is no indemnification requirement imposed on URI or, if there is, it is provided equally by both parties for their own acts or negligence.
5. Permission is not given to use the URI name, marks, or logo, etc. or, if it is, appropriate URI approval has been obtained and is attached.
6. Either there is no confidentiality requirement imposed on URI or, if there is, there is an exception to permit URI to disclose information "when required by law."
7. If the contract references/incorporates terms and policies posted online, the Contract Owner has reviewed and approved such terms and policies and the contract states that only those online terms and policies that are posted and in effect on the effective date of the contract are binding, and no later changes shall be binding unless agreed to in writing by URI.

B. For each item not affirmed in Part A, an exception should be made and the contract executed because:

C. Other considerations the Authorized Signatory should be aware of that are potentially problematic or that should inform the Authorized Signatory's approval include:

By completing and submitting this form, the Contract Owner is confirming its completeness and accuracy.