UC Davis Contracting Offices

The following matrix provides a general overview of the responsibilities of each campus contracting office. Stakeholders should be aware that the list is not comprehensive due to the vast variety of agreements that are requested and changing campus needs. In addition, it should be noted that there are occasions when two or more offices collaborate to complete an agreement.

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<th>Office</th>
<th>What they do</th>
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| **Sponsored Programs Office** | • All proposals for extramural (outside) funding (except for pre-proposals that do not require an institutional signature)  
• Extramural awards for research, training and public service (including those from federal, state, non-profit and for-profit sponsors)  
• Subawards  
• Non-disclosure agreements in anticipation of research or other sponsored project funding  
• Clinical trial agreements funded by government or non-profit sponsors  
• Revenue (service) agreements if there’s no approved rate  
• Teaming agreements in anticipation of proposal submissions  
• Unfunded agreements/MOUs/MOAs for research collaboration |
| **InnovationAccess**          | • Licenses to patent rights & UC copyrights\(^1\) (but not UC trademarks, logos\(^2\))  
• Material transfer agreements for services rendered by the university  
• Data use agreements for services rendered by the university  
• Confidentiality agreements covering discussions about UC intellectual property  
• Proprietary software licenses (not “off-the-shelf” software purchases)  
• Beta-test agreements for services rendered by the university |
| **Real Estate Services**      | • Purchase and Sale Agreements (in consultation with UCOP)  
• Ground Leases for public private partnerships (in consultation with UCOP)  
• Lease/sublease agreements (off-campus and UCDHS space leases)  
• Easements and rights-of-way  
• Licenses (e.g. telecommunications, ATMs)  
• Facility/land use agreements for a period of one year or more  
• Facility/land use agreements for a period of less than one year that involves modifications to the facility or land |
| **Health System Contracts**   | Reviews, negotiates and establishes legally binding bilateral agreements specific to the UC Davis Medical Center, the School of Medicine and the School of Nursing. Please refer to the Health Systems Contracts website for a detailed list of the types of agreements handled. A general list follows:  
• Negotiation of clinical trial agreements funded by industry for UC Davis Health System and associated confidentiality and service agreements. Note: Only agreements which are fully funded by industry are handled at Health System Contracts. Clinical trials funded or supplemented by federal, state or non-profit funding are handled at Sponsored Programs. Drug-only agreements are negotiated by InnovationAccess.  
• Negotiation of managed care contracts, healthcare payor contracts |

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\(^1\) Purchase of published/copyrighted materials, including periodicals and electronic media, is done through Contracting Services – Purchasing.

\(^2\) UC Davis Trademark Licensing manages UC trademarks, name and logos.
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<th>UCDMC Purchasing</th>
<th>Purchasing negotiates and establishes legally binding unilateral agreements (purchase orders) and conducts competitive bids for goods and commercially available services for the UC Davis Medical Center and for which hospital accounts are used as the funding source. Examples include:&lt;br&gt;• Capital equipment&lt;br&gt;• Service and maintenance contracts&lt;br&gt;• Consumables&lt;br&gt;• Commercially available services&lt;br&gt;• Temporary staffing agreements&lt;br&gt;• IT software</th>
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<td>Contracting Services</td>
<td>Business &amp; Revenue Contracts reviews, negotiates and establishes legally binding bilateral agreements; please refer to the “Business &amp; Revenue Contracts &amp; Services Manual” on the Contracting Services website for a comprehensive list of the types of agreement handled. A general list follows:&lt;br&gt;• Revenue (service) agreements for which there’s an approved rate and commission agreements&lt;br&gt;• Professional services and consulting agreements unrelated to research, including related non-disclosure agreements&lt;br&gt;• Affiliation agreements&lt;br&gt;• Training agreements&lt;br&gt;• Reimbursement agreements, including salary reimbursement and Intergovernmental Personnel Act (IPA) agreements under which a UC Davis campus employee will working at a federal government site at the federal government’s request. All academic employee IPAs should be sent to the Provost’s office for prior approval before routing to Contracting Services.&lt;br&gt;• Facility/land use agreements for a period of less than one year and duration and which do not involve modifications to land or property</td>
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| **Design & Construction Management** | DCM bids, awards and project manages construction projects in support of the University’s building program and the needs of our University partners. Examples include:  
- New construction  
- Renovations and remodels  
- Major and Minor Cap projects  

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- Appraisals for non-real estate transactions  
- Executive search agreements  
- Sponsorship agreements  
- Short-term housing agreements  
- Non-disclosure agreements in anticipation of revenue or professional service agreements  

Purchasing negotiates and establishes legally binding unilateral agreements (purchase orders) and conducts competitive bids for goods, commercially available services, and technology-related transactions being funded by non-hospital accounts. Examples include:  
- Capital equipment  
- Service and maintenance contracts  
- Consumables  
- Commercially available services  
- Temporary staffing agreements  
- IT software  
- Credit applications relating to goods and services  

Please refer to the “Business & Revenue Contracts & Services Manual” on the Contracting Services website for a comprehensive list of commercial services processed by Purchasing.