

## 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.

Office	What they do
<b>Sponsored Programs Office</b> <a href="http://research.ucdavis.edu/contact-us/sponsored-programs/">http://research.ucdavis.edu/contact-us/sponsored-programs/</a>	<ul style="list-style-type: none"> <li>• All proposals for extramural (outside) funding (except for pre-proposals that do not require an institutional signature)</li> <li>• Extramural awards for research, training and public service (including those from federal, state, non-profit and for-profit sponsors)</li> <li>• Subawards</li> <li>• Non-disclosure agreements in anticipation of research or other sponsored project funding</li> <li>• Clinical trial agreements funded by government or non-profit sponsors</li> <li>• Revenue (service) agreements if there's no approved rate</li> <li>• Teaming agreements in anticipation of proposal submissions</li> <li>• Unfunded agreements/MOUs/MOAs for research collaboration</li> </ul>
<b>InnovationAccess</b> <a href="http://research.ucdavis.edu/contact-us/innovationaccess/">http://research.ucdavis.edu/contact-us/innovationaccess/</a>	<ul style="list-style-type: none"> <li>• Licenses to UC-owned patented &amp; copyright-protected intellectual property</li> <li>• Confidentiality agreements (CDAs) to discuss potential intellectual property licensing</li> <li>• Material transfer agreements (MTAs) for providing or receiving research materials</li> <li>• Data use (DUAs) or data transfer agreements (DTAs) for providing or receiving research data (de-identified in the case of human-specific data)</li> <li>• Licenses for proprietary beta or research software (not commercial software licensing, which is handled by Contracting Services)</li> <li>• Licenses for patented methods owned by non-UC entities, to be offered as services by a UCD unit</li> <li>• Coordination of trade/service mark registrations</li> <li>•</li> </ul>
<b>Real Estate Services</b> <a href="http://dcm.ucdavis.edu/res/">http://dcm.ucdavis.edu/res/</a>	<ul style="list-style-type: none"> <li>• Purchase and Sale Agreements (in consultation with UCOP)</li> <li>• Ground Leases for public private partnerships (in consultation with UCOP)</li> <li>• Lease/sublease agreements (off-campus and UCDHS space leases)</li> <li>• Easements and rights-of-way</li> <li>• Licenses (e.g. telecommunications, ATMs)</li> <li>• Facility/land use agreements for a period of one year or more</li> <li>• Facility/land use agreements for a period of less than one year that involves modifications to the facility or land</li> </ul>
<b>Health Contracts</b> <a href="https://health.ucdavis.edu/healthsystemcontracts/">https://health.ucdavis.edu/healthsystemcontracts/</a>	<p>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 Contracts website for a detailed list of the types of agreements handled. A general list follows:</p>

	<ul style="list-style-type: none"> <li>• Negotiation of clinical trial agreements funded by industry for UC Davis Health and associated confidentiality and clinical service agreements. Note: Only agreements which are fully funded by industry are handled at Health 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.</li> <li>• Negotiation of managed care contracts, healthcare payor contracts</li> <li>• Professional services and consulting agreements unrelated to research, including related non-disclosure agreements</li> <li>• Affiliation agreements</li> <li>• Training/internship agreements</li> <li>• Facility transfer agreements</li> <li>• Intergovernmental Personnel Act (IPA) agreements for non-academic employees (UC Davis Health employee working at a federal government site at the federal government’s request). All academic employee IPAs should be sent to the Provost’s office.</li> <li>• Reimbursement agreements (including salary reimbursement)</li> <li>• Facility/land use agreements for a period of less than one year in duration and which do not involve modifications to land or property</li> <li>• Data use agreements involving the disclosure of individually identifiable health information (also referred to as Protected Health Information or PHI)</li> <li>• Confidential disclosure agreements (also known as non-disclosure agreements)</li> <li>• Expert witness agreements when primary to course and scope of faculty appointment</li> <li>• Telemedicine agreements</li> <li>• Special employee/executive recruitment engagements for UC Davis Health.</li> <li>• Agreements of academic cooperation for UC Davis Health</li> </ul>
<p><b>UCDMC Purchasing</b>  <a href="http://www.ucdmc.ucdavis.edu/supplychain/purchasing/">http://www.ucdmc.ucdavis.edu/supplychain/purchasing/</a></p>	<p>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 <u>for which hospital accounts are used as the funding source.</u></p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Capital equipment</li> <li>• Service and maintenance contracts</li> <li>• Consumables</li> <li>• Commercially available services</li> <li>• Temporary staffing agreements</li> <li>• IT software</li> </ul>
<p><b>Contracting Services</b></p> <ul style="list-style-type: none"> <li>• <b>Business &amp; Revenue Contracts</b></li> <li>• <b>Purchasing</b></li> </ul> <p><a href="https://supplychain.ucdavis.edu/procure-contract">https://supplychain.ucdavis.edu/procure-contract</a></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Revenue (service) agreements for which there’s an approved rate and commission agreements</li> <li>• Professional services and consulting agreements unrelated to research, including related non-disclosure agreements</li> </ul>

	<ul style="list-style-type: none"> <li>• Affiliation agreements</li> <li>• Training agreements</li> <li>• 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.</li> <li>• Facility/land use agreements for a period of less than one year and duration and which do not involve modifications to land or property</li> <li>• Appraisals for non-real estate transactions</li> <li>• Executive search agreements</li> <li>• Sponsorship agreements</li> <li>• Short-term housing agreements</li> <li>• Non-disclosure agreements in anticipation of revenue or professional service agreements</li> </ul> <p>Purchasing negotiates and establishes legally binding unilateral agreements (purchase orders) and conducts competitive bids for goods, commercially available services, and technology-related <u>transactions being funded by non-hospital accounts</u>. Examples include:</p> <ul style="list-style-type: none"> <li>• Capital equipment</li> <li>• Service and maintenance contracts</li> <li>• Consumables</li> <li>• Commercially available services</li> <li>• Temporary staffing agreements</li> <li>• IT software</li> <li>• Credit applications relating to goods and services</li> </ul> <p>Please refer to the “Business &amp; Revenue Contracts &amp; Services Manual” on the Contracting Services website for a comprehensive list of commercial services processed by Purchasing.</p>
<p><b>Design &amp; Construction Management</b></p>	<p>DCM bids, awards and project manages construction projects in support of the University’s building program and the needs of our University partners.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• New construction</li> <li>• Renovations and remodels</li> <li>• Major and Minor Cap projects</li> </ul> <p>Please refer to the University of California Facilities Manual for further information: <a href="http://www.ucop.edu/construction-services/facilities-manual/">http://www.ucop.edu/construction-services/facilities-manual/</a></p>