



Missouri State
UNIVERSITY

CAMPUS MEMORANDUM

TO: Jim Baker, Vice President for Research & Economic Development & International Programs
Keith Boaz, Executive Director of JQH Arena and Hammons Hall/Sr. Assoc. Director of Athletics, Facilities and Operations
Brad Bodenhausen, Associate Vice President for International Education & Training
Jeff Coiner, Chief Information Officer
Jen Cox, University Space Manager/Director of Support Services
Ryan DeBoef, Chief of Staff & Assistant to the President for Governmental Relations
Rachael Dockery, General Counsel & Chief Compliance Officer
Brent Dunn, Vice President for University Advancement
Frank Einhellig, Provost/Chancellor Mountain Grove
Steve Foucart, Chief Financial Officer
Mark Harsen, Director of Networking & Telecommunications
Rob Hornberger, Associate Vice President for Enrollment Management & Services
Brad Kielhofner, University Engineer and Director, Facilities Management
Allen Kunkel, Associate Vice President for Economic Development/JVIC Director
Dennis Lancaster, Interim Chancellor West Plains
Rob Martin, Information Security Officer
Theresa McCoy, Deputy Chief Information Officer
Emily McGee, Associate Director of Planning, Design & Construction
Natalie McNish, Interim Director of Internal Audit & Risk Management
Matt Morris, Vice President for Administrative Services
Wes Pratt, Chief Diversity Officer & Assistant to the President
Scott Schneider, Director of Business & Support Services/West Plains
Suzanne Shaw, Vice President of Marketing & Communications
Dee Siscoe, Vice President for Student Affairs
Michele Smith, Assistant Vice President for Student Life/Dean of Students
Rowena Stone, Secretary to the Board
Mark Wheeler, University Architect and Director of Planning, Design & Construction
Mike Wills, Director of Procurement Services

FROM: Clifton M. Smart, III *CMSS*
President

DATE: February 22, 2021

RE: **Delegation of Contracting Authority**

Section 9 of G1.18, Contract Authorization Policy, authorizes the President of the University to subdelegate in writing the authority to execute "contracts, documents and instruments, appropriations, disbursements or change orders" to University Vice Presidents, Chancellors, and other employees as the President deems appropriate. All instruments affecting the Board of Governors of Missouri State University, or the University generally, shall be executed pursuant to this policy or as otherwise directed by the Board. All contracts and other agreements of the University shall be executed in the name of the Board of Governors of Missouri State University and signed by the individuals named below, or as otherwise specifically authorized by the Board.

For purposes of this memorandum, University resources include, but are not limited to: use of funds received by the University through contract or grants, use of funds allocated from internal discretionary pools, use of faculty or staff time. University resources also may include use of research equipment or facilities.

Subject to all applicable University policies, I hereby make the following delegations of contracting authority:

Bidding and Purchasing Agreements

I hereby delegate to the Chief Financial Officer, Director of Procurement Services, the University Procurement Services Buyers, and the West Plains Director of Business & Support Services all authority as contemplated by University policy and Board-approved resolutions with regard to bidding and purchasing, specifically including execution of advertising authorization, purchase orders, requests for proposals, and purchasing agreements.

Construction; Remodeling and Repair; and Architectural, Engineering and Surveying Services Agreements

I hereby authorize the Vice President for Administrative Services to execute any and all agreements as may be delegated pursuant to approved Board resolutions, and to further subdelegate to the University Architect & Director of Planning, Design & Construction, the University Engineer & Director of Facilities Management, the Associate Director of Planning, Design & Construction, and the West Plains Director of Business & Support Services execution of such agreements that may involve construction, remodeling and repair, and architectural, engineering and surveying services, as such contracts all within their respective areas.

Entertainment/Performance Agreements

The Executive Director of JQH Arena and Hammons Hall/Senior Associate Director of Athletics for Facilities and Operations is designated the authority to execute agreements for the Springfield campus which involve entertainers and performers. On an annual basis, no later than December, a report of all entertainment/performance agreements executed during the prior fiscal year will

be made to the Board of Governors, which report shall include information regarding profits and/or losses for each agreement.

Contracting Authority between \$100,000 and \$250,000

With respect to agreements which involve a commitment of University resources between \$100,000 and \$250,000 annually, members of the University President's Administrative Council may bring requests to execute such agreements that fall within their respective areas of responsibility to Administrative Council meetings and/or directly to the University President for discussion, approval, and tracking purposes.

Each member of Administrative Council shall maintain an annual list of all such requests for contracting authority which are submitted for approval from the member's area(s) of responsibility. Such list shall include the type, duration, and amount of the contract at issue, whether approval was granted, and the date upon which approval is granted or denied. On an annual basis, the Secretary of the Board of Governors shall compile a comprehensive list of all requests for and grants of approval within this contracting authority range, which list shall be made available to the Board of Governors for informational purposes.

Contracting Authority ≤ \$100,000

I hereby authorize the following individuals to execute any and all agreements within their respective areas of responsibility which involve a commitment of University resources no greater than \$100,000 annually:

- Associate Director of Planning, Design and Construction
- Associate Provosts (all)
- Chancellor of West Plains Campus
- Chancellor of Mountain Grove Campus
- Chief Diversity Officer
- Chief Financial Officer
- Chief Information Officer
- Chief of Staff
- Deputy Provost
- Director of Athletics
- Director of Internal Audit & Risk Management
- Director of Procurement Services
- General Counsel & Chief Compliance Officer
- University Engineer and Director, Facilities Management
- Vice President for Administrative Services
- Provost
- University Architect and Director of Planning, Design & Construction
- University Space Manager/Director of Support Services
- Vice President for Diversity and Inclusion
- Vice President for Marketing and Communications
- Vice President for Research and Economic Development

and International Programs

- Vice President for Student Affairs
- Vice President for University Advancement
- West Plains Director of Business and Support Services

Contracting Authority ≤ \$50,000

The College Deans, the Dean of the Library, the Associate Vice President for Economic Development, the Associate Vice President for International Education and Training, and the Secretary of the Board of Governors are designated the authority to execute agreements in their respective areas of responsibility which involve a commitment of University resources no greater than \$50,000.

Contracting Authority ≤ \$25,000

The Associate Vice President for Enrollment Management and Services and the Assistant Vice President for Student Life/Dean of Students, the Director of the Plaster Student Union, the Deputy Chief Information Officer, the Director of Networking and Telecommunications, and the Information Security Officer are designated the authority to execute any and all agreements within their respective areas of authority with a commitment of University resources of no greater than \$25,000.

Contracting Authority ≤ \$5,000

The Assistant Vice President for Multicultural Services, Directors, and Associate Directors within the Division of Student Affairs and the Division of Marketing and Communications are designated the authority to execute any and all agreements within their respective areas of responsibility with a commitment of University resources of no greater than \$5,000.

Grants, Contracts, and/or Other Sponsored Research Agreements

All proposals for grants, contracts, and/or other sponsored research agreements **must** be processed through the Office of Research Administration pursuant to University policy. The Vice President for Research and Economic Development and International Programs is hereby delegated the **exclusive** authority to execute any and all agreements involving grants, contracts, and sponsored research agreements.

JVIC and eFactory Leases

The Associate Vice President for Economic Development/JVIC Director are delegated the authority to execute any and all short-term leases (defined as having a duration of 24 months or less) whereby the University is leasing space at JVIC or the eFactory to a third-party.

Contracts involving the Purchase of Goods or Services for Health and Wellness Services and/or the Missouri State Bookstore

Notwithstanding any other contracting authority limits set forth in this memorandum, the Vice President of Student Affairs is designated the authority to execute **any and all** agreements for the purchase of goods or services for use by Health and Wellness Services and/or the Missouri State Bookstore. Further, the Vice President of Student Affairs may subdelegate such signatory authority to the Director of Health and Wellness Services and/or Director of the Missouri State Bookstore.

Cooperative Agreements for Clinical Education Experiences

The Provost, the Chancellors of the West Plains and Mountain Grove campuses, the Associate Provosts, the College Deans, and the Dean of the Library are delegated the authority to execute any and all cooperative/affiliation agreements for student clinical educational experiences, consistent with the financial contracting authority thresholds set forth above.

Cooperative Agreements for International Partnerships

The Provost, the Chancellors of the West Plains and Mountain Grove campuses, the Deputy Provost, Associate Provosts, College Deans, the Dean of the Library, the Vice President for Research and Economic Development and International Programs, and the Associate Vice President for International Education & Training are delegated the authority to execute cooperative/affiliation agreements (e.g., Memorandums of Understanding, Memorandums of Agreement, etc.) for international partnerships, provided that such agreements do not include monetary or other resource considerations.

In the event that a proposed cooperative agreement for an international partnership includes monetary or other resource considerations, authority to execute such agreements is delegated only to the Provost, the Vice President for Research and Economic Development and International Programs, and the Associate Vice President for International Education & Training. Moreover, if the proposed agreement involves a commitment of University resources, such delegation of authority is subject to the financial thresholds otherwise specified for the above-referenced positions in this memorandum (e.g., up to \$100,000 for the Provost and/or the Vice President for Research and Economic Development and International Programs, and up to \$50,000 for the Associate Vice President for International Education & Training).

Agreements Non-Binding If Executed Outside the Scope of Board Authority or this Memorandum

No contract or other instrument or agreement which has not been authorized by the Board of Governors or the President and executed as provided by this memorandum, or in a manner specifically provided and directed by the Board, shall be binding upon the Board of Governors.

Duration and Effect of Memorandum of Delegation

A copy of this memorandum of delegation shall be filed with the Secretary of the Board of Governors, and shall continue to be effective from time to time until changed, modified or repealed by the President of the University or the Board. The delegation includes successors (including interim successors) to the named positions. This delegation shall in no way be construed to limit the authority of the Board of Governors or the President to specifically authorize or delegate authority to the Vice President or any other officer in specific circumstance.