

## UNL Standard Agreement Power Form

The Standard Agreement Power Form is an **OPTIONAL** process. The purpose of using the Power Form is to expedite templated and unedited contracts.

This form is intended to be completed by the requesting department **AFTER** the vendor has reviewed and agreed to the terms. The form will be used to route in DocuSign and will gather ALL signatures; University and Vendor.

### Requesting Department:

1. Complete the Exhibit A & save to Desktop
  - a. Use the Exhibit A template link; delete the “red” guidelines
2. Click on the Power Form link
3. Add names of signers and cc’s
4. Complete the Standard Agreement fields
5. Attach the Exhibit A (other docs as necessary)
6. Initial the agreement
7. Click FINISH – the document will route for approval/signature via email.

UNIVERSITY OF NEBRASKA-LINCOLN  
STANDARD AGREEMENT

1

**EXHIBIT A**

Section 1 – Description of Services:

- Sometimes call a Scope of Work
- States the goal or objective of the work
- Provides a pathway by which to meet the goal/objective/deliverable(s)
  - i.e. timelines, milestones, locations, dates, times, content, etc.
- Provides clarity of the expectations for both parties

Questions to ask to identify goals, objectives, deliverable(s):

- What are the steps necessary to reach the goal/objective/deliverable(s)?
- What is the form and/or function of the deliverable(s)?
- How will the goal/objective/deliverable be achieved?
  - Service provider? University? Both?

Stack it UP

1. State the Goal/Objective/Deliverable(s)
2. Primary Deliverable(s) – dates, location, timelines, content, materials, milestones, etc.
3. Secondary Deliverable(s) – travel, expenses, etc.

Section 2 – Payment:

- How many payments will be made?
  - Monthly quarterly annually etc.

2

UNL STANDARD AGREEMENT POWER FORM

**Recipients**

Contract Requestor (initial) NEEDS TO SIGN CUSTOMIZE ✕

Name \*

Email \*

Contract Requestor CC RECEIVES A COPY CUSTOMIZE ✕

Name \*

Email \*

Department Approver (delete if not applicable) NEEDS TO SIGN CUSTOMIZE ✕

Name \*

Email \*

SEND    ADVANCED EDIT    DISCARD

3

Please review the documents below.

FINISH    OTHER ACTIONS

UNIVERSITY OF NEBRASKA-LINCOLN  
STANDARD AGREEMENT

**BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA**  
3335 HOLDRIGE ST  
LINCOLN, NE 68583

**STANDARD AGREEMENT**  
This Agreement sets forth the terms between The Board of Regents of the University of Nebraska for and on behalf of the University of Nebraska-Lincoln having an address at 3025 Holdrege Street, Lincoln, NE 68583 (the University) and the Service Provider with regard to the performance of the services contemplated herein.

UNIVERSITY DEPARTMENT:	
SERVICE PROVIDER INFORMATION	
SERVICE PROVIDER NAME:	SERVICE PROVIDER ADDRESS:
CONTRACT TOTAL DOLLAR AMOUNT:	TERM START DATE:
	TERM END DATE:
NOTICE	

This notice is either not visible or is visible but shall be deemed to appear for all purposes as if he modified and

Click here to get your Exhibit A form: <https://uofnebraska.sharepoint.com/:w:/r/sites/nu-ProcuretoPay-CONTRACTMANAGEMENTNUP2P/Shared%20Documents/Contract%20Processes/1%20POWER%20FORMS/UNL%20STANDARD%20AGREEMENT%20PF/Exhibit%20A.docx?d=w0e6ab4edb94b49d2842988e7f5453ae6&csf=1&web=1&e=POWmjh>

*The language in “red” are guidelines; delete the “red” portions before attaching to the Power Form.*

Click here to start your power form: <https://na2.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=5a672514-6e85-4f6b-b172-990eafdaa0ac&env=na2&acct=4feb3629-b3f4-4292-8ebb-68f28d5d88a6&v=2>