

Message sent on behalf of John O. Martin, Director of Procurement.



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## MEMORANDUM

Date: March 12, 2008

To: Deans, Directors, and Department Heads

From: John O. Martin, Director of Procurement

Subject: Contract for Services Form

The University Contract for Services (CFS) Form has recently been reviewed and updated.

The updates include elimination of various terms & conditions that were viewed by the University legal counsel as not required in a contract.

An important upgrade to the CFS form is that it was digitized to the latest Adobe Acrobat version. This version allows you to save the information that you type specific to the contract. You can then save the entire CFS to your personal computer and change any of the information that you filled in. The main T&C's of the CFS are locked so they can't be changed.

This change will now allow you to send the completed CFS to a vendor as an attachment to an email. The vendor can then print off 2 originals, sign them, and mail them back. This will save several days of processing delays associated with the old method of printing off the form, typing in the information and mailing it off to a vendor.

In the near future other Procurement forms listed on our web page will be digitized and upgraded also. The forms can be viewed at [www.umass.edu/procurement](http://www.umass.edu/procurement)

Please let me know if you have any questions.

Thanks