

March 20, 2023

TO: UConn Health Senior Administrators, Deans, Directors, and Contract Liaisons

CC: Office of the General Counsel
UConn Health Office of the Chief Counsel

FR: Radenka Maric, President

RE: President's Delegation of Contract Approval and Signatory Authority for UConn Health

On February 18, 2010, the Board of Trustees granted the President signing authority for all University contracts (Board Resolution).¹ In addition to authorizing the President to sign all University contracts, the Board Resolution allows the President to delegate such authority to other University administrators as deemed appropriate. This authority does not extend to UConn Health Center Finance Corporation (UCHCFC) contracts.

Therefore, and subject to the [Procedures for Approving and Signing Contracts On-Behalf of the University](#) ("Procedures"), effective immediately, the following authority is delegated to approve and sign contracts related to UConn Health. For the purposes of this Delegation the term "contract" does not include legal settlement or employee separation agreements. Please contact the Office of the Chief Counsel for additional information regarding the approval process for legal settlement or employee separation agreements.

These delegations supersede all prior delegations of authority to sign contracts.

All delegations are made in accordance with the Procedures and all individuals with delegated signing authority are responsible for knowing and abiding by those Procedures. Any sub-delegations, expressly described below, **may not be** further delegated by the delegee under any circumstances.

DELEGATIONS OF CONTRACT APPROVAL AND SIGNATURE AUTHORITY:

I. Office of the Executive Vice President for Health Affairs

¹ https://uconncontracts.uconn.edu/wp-content/uploads/sites/458/2016/02/D-01.-Delegation-of-contract-signature-authority-to-the-President-2_18_2010.pdf

The following positions are hereby authorized to approve and sign any contract necessary to support or further the mission of their respective University position or office subject to the following limitations, provided that contracts with a value of \$1 million or more have first been approved by the UConn Health Board of Directors:

| <u>TITLE</u> | <u>CONTRACT VALUE</u> |
|---|-----------------------|
| Executive Vice President for Health Affairs | No limit |
| Chief of Staff | Less than \$500,000 |

II. Office of the Provost

The **Provost & EVP for Academic Affairs (Provost)** is hereby authorized to approve and sign any contract necessary to support or further the academic mission of the University, provided that contracts with a value of \$1 million or more have first been approved by the Board of Trustees and, as applicable, the UConn Health Board of Directors. Additionally, the Dean of the School of Medicine and Dean of the School of Dental Medicine are hereby authorized to approve and sign no-cost agreements for education-related affiliations between their respective schools and other institutions for student practicum/training or related collaborations.

III. UConn Health Office of the Chief Counsel

The **UConn Health Chief Counsel** is hereby authorized to approve and sign any contract necessary to support or further the legal interests of the University with a contract value of less than \$500,000.

IV. Office of the Chief Financial Officer

The **Chief Financial Officer (CFO)** is hereby authorized to approve and sign any contract necessary to support or further the mission of the University, provided that contracts with a value of \$1 million or more have first been approved by the UConn Health Board of Directors.

The CFO is also authorized to execute and deliver, in the name of and on behalf of UConn Health, all affidavits, certificates, instruments, and other documents necessary to complete real estate transactions, including deeds, easements, purchase and sales agreements, and leases approved by the UConn Health Board of Directors.

The CFO may sub-delegate this authority to individuals in the following positions within the CFO's office, subject to the following limitations:

| A. <u>TITLE</u> | <u>CONTRACT VALUE</u> |
|---|-----------------------|
| UConn Health Controller | Less than \$1,000,000 |
| AVP of Procurement Operations & Contracts | Less than \$500,000 |

| | |
|--------------------------------------|---------------------|
| UConn Health Director of Procurement | Less than \$250,000 |
| UConn Health Director of Contracts | Less than \$250,000 |

B. AUTHORITY TO FURTHER SUB-DELEGATE

The CFO may further authorize the AVP of Procurement Operations & Contracts to sub-delegate the authority to approve and sign contracts for goods or services valued at less than \$50,000 to any Contract Specialists reporting to the AVP.

V. **Facilities Development & Operations (FD&O)**

The following positions are hereby authorized to approve and sign any contract, permit, or related documents necessary to support or further the mission of their respective University position or office subject to the following limitations:

| A. <u>TITLE</u> | <u>CONTRACT VALUE</u> |
|-----------------|---|
| VP for FD&O | Any construction contract valued at less than \$1,000,000* |
| | Leases for real property that are for a term of one year or less <u>and</u> valued at less than \$25,000 |
| | Any contract valued at less than \$500,000 |

B. AUTHORITY TO FURTHER SUB-DELEGATE

The VP for FD&O is further authorized to sub-delegate the authority to approve and sign notices to proceed, construction change directives, change orders, and proposed change orders valued at less than \$100,000 to any direct report responsible for managing a construction project under the control of the VP for FD&O.

VIII. **John Dempsey Hospital (JDH) and UConn Medical Group (UMG)**

The following positions are hereby authorized to approve and sign any contract necessary to support or further the mission of their respective University position or office subject to the following limitations:

| <u>TITLE</u> | <u>CONTRACT VALUE</u> |
|--------------------------------|-----------------------|
| Chief Operating Officer of JDH | No-Cost |
| Chief Operating Officer of UMG | No-Cost |

IX. Office of the Vice President of Research

The **Vice President for Research, Innovation and Entrepreneurship (“OVPRIE”)** is hereby authorized to approve and sign any contract necessary to support or further the research mission of the University, provided that contracts with a value of \$1 million or more and contracts for the provision or receipt of academic research or related services with a value of \$5 million or more have first been approved by the Board of Trustees. This authority includes but is not limited to approving and signing contracts related to the commercialization and protection of University or employee intellectual property and technology and other sponsored activities and any programs related to strategic partnerships with federal and state agencies, industry, investors and not-for-profit organizations.

The OVPRIE shall have all authority necessary to exercise, on behalf of the University, the University's rights of ownership in any corporation or other business entity in which the University has an ownership interest related to University research or the commercialization of University or employee intellectual property and technology, or participate in a meaningful manner to provide support of such business entity. The OVPRIE is further authorized to execute, deliver, and perform, in the name of and on behalf of the University such certificates, instruments, documents and agreements as the OVPRIE deems necessary, useful, or required in furtherance of this delegation.

The OVPRIE is hereby authorized to sign on behalf of the University, all Technology Incubation Program (TIP) leases including any enhancement and infrastructure development of TIP that meet the criteria set forth in the University’s TIP Policy.

The OVPRIE may sub-delegate this authority to any of the following positions that include responsibilities at UConn Health: Associate or Assistant Vice President, or any Director (including Senior, Executive, Associate or Assistant), Grants or Contracts Manager, Sponsored Program Specialist, Grant and Contract Specialist, Sponsored Program Project Officer, and Senior IP Managers. This authority is subject to the following limitations:

| <u>TITLE</u> | <u>CONTRACT VALUE</u> |
|---|------------------------|
| Associate or Assistant Vice President | |
| Expenditure: | Less than \$750,000 |
| Receipt of Funds: | Less than \$5,000,000 |
| Proposals: | No limit |
| Sponsored Projects Sub-Awards: | Less than \$5,000,000 |
| Associate Vice President of Innovation & Entrepreneurship | |
| Expenditure (TCS contracts): | Less than \$1,000,000 |
| Directors (includes seniors, associates, assistants) | |
| Expenditure: | Less than \$25,000 |
| Receipt of Funds: | Less than \$5,000,000 |
| Proposals: | Less than \$10,000,000 |
| Sponsored Projects Sub-Awards: | Less than \$3,000,000 |
| Licensing Directors | |
| Expenditure: | Less than \$250,000 |
| Proposals: | Less than \$250,000 |
| Revenue Generating: | Less than \$400,000 |
| Manager, Grants, or Contracts | |
| Receipt of Funds: | Less than \$5,000,000 |
| Proposals: | Less than \$7,500,000 |
| Specialist, Grants and Contracts | |
| Receipt of Funds: | Less than \$5,000,000 |
| Proposals: | Less than \$5,000,000 |

Specialist or Program Project Officer, Sponsored Program

Receipt of Funds: Less than \$5,000,000

Proposals: Less than \$5,000,000

Senior IP Managers

Receipt of Funds: Less than \$5,000,000

Proposals: Less than \$5,000,000

Expenditure: Less than \$250,000

Revenue Generating: Less than \$250,000

**Limited to construction contracts that are (1) for professional design, professional services (including additional services notices to proceed), pre-construction, or construction-related contracts or amendments thereof (including construction change directives and change orders and proposed change orders within the scope of such contracts) under the control of the signatory, and (2) are part of a planning, design or final capital project budget previously approved by the UConn Health Board of Directors.*