

**Office of the Chancellor  
Pennsylvania's State System of Higher Education  
Procedures and Standards for University Operations**

**Procedure/Standard Number 2019-39  
System Construction Contract, Manuals, and Related Procedures**

**Approved by:**

  
Chancellor

**Date:** 10-9-2019

**History:**

The Construction Support Office (CSO) provides policy, guidance, and oversight of the facilities projects contracting mission at System universities. In that role, CSO maintains documents and certain procedures that universities are required to use for their facilities project contracts, and manuals to serve as a resource and source of guidance and best practices. This procedure/standard codifies long-existing practice.

**Related Policies, Procedures, or Standards:**

[BOG Policy 1998-04-A: Procurement of Goods, Services, Supplies, and Construction;](#)  
[Procedure/Standard 2012-11: Delegation of Authority to Administer Facilities Projects;](#)  
[Procedure/Standard 2011-1: Facilities Manual](#)

**Key Words, Categories:**

Contracts, procurement, facilities, projects, construction, design, professional services, contractors, contractor performance evaluation, manuals

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**I. Introduction:**

The Construction Support Office (CSO) is a shared service (consolidated university operation), residing in the Facilities Office in the Office of Administration and Finance at the Office of the Chancellor. CSO is the center of expertise for the State System for facilities projects contracts procurement and administration. In that role, CSO develops and maintains contract documents and procedures manuals that universities are to use in conjunction with their facilities projects.

Having standard System contract and solicitation documents that all universities use for their facilities projects ensures that all contracts awarded by universities contain identical, properly vetted, terms, conditions, and language. This allows for expedited legal review and approval; consistency across all universities, projects, and contracts; and fair and reasonable risk sharing between the university and the contractor.

System procedures manuals provide universities with standard guidance and best practices for procuring and administering facilities projects contracts. The manuals are generally not prescriptive in nature.

The contractor performance evaluation system for construction contractors who have performed under System construction contracts at universities provides the State System and universities with a database of performance data on those contractors.

## **II. Procedure/Standards**

### **A. CSO will develop and maintain the following:**

1. Standard System construction contract and solicitation documents.
2. The System's Manual for the Procurement and Administration of Construction Contracts.
3. Standard System agreements and related procurement documents for design professional services and related professional services.
4. The System's Manual for the Procurement and Administration of Professional Agreements.
5. The System's Construction Contractor Performance Evaluation System.

### **B. CSO will review, at least annually, all the documents in section II.A., above, and update them as needed. In doing so, CSO will solicit input for changes and revisions from universities. Additionally, CSO will coordinate all changes with the System's Office of Chief Legal Counsel, as necessary.**

### **C. Universities shall:**

1. Utilize the standard System construction contract and solicitation documents for the execution of facilities project contracts. Such utilization shall be in accordance with procedures, guidance, and best practices in the Manual for the Procurement and Administration of Construction Contracts.
2. Utilize the standard System agreements and related procurement documents for design professional services and related professional services for the execution of facilities project contracts. Such utilization shall be in accordance with procedures, guidance, and best practices in the Manual for the Procurement and Administration of Professional Agreements.
3. Prepare and submit performance evaluations on construction contractors in accordance with the requirements of the System's Construction Contractor Performance Evaluation System.

### **D. CSO will maintain all of the most current documents on the State System's intranet at the following locations:**

1. For the contracts, agreements, manuals, and related documents:  
<https://passhe.sharepoint.com/sites/Facilities>  
<https://passhe.sharepoint.com/sites/Facilities/RevisedContractCollaboration/>
2. For the Construction Contractor Performance Evaluation System:  
<https://passhe.sharepoint.com/sites/Facilities/SitePages/Contractor-Performance-Evaluation.aspx>

## **III. Effective Date:** This Procedure/Standard is effective immediately.