



Global Experience Office

Reviewing International Vendor Contracts

1. Does the contract accurately describe what WPI is purchasing?
2. Do you understand WPI's responsibilities?
3. Does the contract accurately describe the cost and are you okay with this cost?
 - a. Consider the currency exchange rate – are you paying in U.S. dollars or in the foreign currency?
 - b. Ensure that the cost is all-inclusive of taxes and fees.
 - c. Do not pay the full cost upfront. Instead, ask to pay a deposit and then the remainder upon arrival in the country or use of the vendor.
4. How long does the contract go (term)?
 - a. We advise against contracts that renew automatically.
5. How can WPI get out of (terminate/cancel) the contract?
 - a. Does the contract allow WPI to terminate/cancel the contract due to extraordinary circumstances, such as act of God, natural disasters, or pandemics/epidemics (a “force majeure” provision)?
6. Who is responsible if something goes wrong – WPI or the vendor?
7. Insurance:
 - a. Determine the risks and whether WPI's insurance would cover, or whether WPI should request that the vendor's insurance cover those risks.
8. Special considerations for **housing** contracts:
 - a. Does the contract accurately reflect: (a) the move-in and move-out dates and times; (b) the number of rooms/apartments and occupancy limits; and (c) the cost to WPI?
 - b. Determine whether the contract requires any guarantees, such as total number of rooms/apartments rented and when WPI needs to provide the final numbers.
 - c. Note any specific requirements, such as occupants provide their own bedding, etc.
 - d. Before signing, ensure that the “Global Projects Program Off-Campus Accommodations Assessment” is complete and up to date before signing the contract.



9. Special considerations for **tour operator** contracts:
 - a. Before signing, ensure that you have researched tour operator's experience, size, credentials.
 - b. Does the contract accurately reflect: (a) the tour length and duration and (b) the number of WPI participants?
 - c. Require the tour operator to provide proof of insurance (a "certificate of insurance," is what this is known as in the United States).
 - d. Note whether the tour operator requires the WPI participants to sign a waiver. Send the waiver to OGC to review before signing the contract.
10. Special considerations for **transportation** contracts:
 - a. Before signing, ensure that the transportation provider is licensed and insured.
 - b. Does the contract accurately reflect: (a) the start and end dates/times of the transportation; (b) the type of vehicle(s); (c) who is driving the vehicle(s) (not WPI students, faculty, or staff).
11. Do you have everything that goes along with the contract?
 - a. If the contract references attachments, addendum, purchase orders, change orders, or other contracts, make sure you have copies, have read them, and have checked that they do not conflict with the contract.
12. Remember to fill in the blanks of the contract, such as "Worcester Polytechnic Institute" as the customer; the contact information for the person at WPI that the vendor should alert if there are issues (notice); and the person at WPI who should sign.