

PPM 3070.060, Attachment .120 – Risk Matrix Review

Criteria	Risk Level		
	Low	Medium	High
Amount (Life of Contract)	Up to \$9,999	\$10,000-\$249,999	\$250,000 or Greater
Acquisition Contract	Yes		
Approved Contract Template, Purchase Order, or Renewal	Yes	Yes*	
Term	Less than 1 year	1-5years	5 years or longer
Contractor Terms & Conditions	No	Yes*	
Use of University Trademark or Logo	No	Yes*	
Exchange of Data (PPI or Other)	No	No	Yes
IT Software or Integrated Software	No	No	Yes
Safety or Security Risk Present	No	No	Yes
International	No	No	Yes
Reputational Risk	No	No	Yes
Low - If all answers match items in this column, department may proceed. In any answer does not match, contract elevated to Medium Risk Review.			
Medium - If all answers match items in this column, Purchasing will review. If any answer does not match, contracted elevated to High Risk Review.			
<b>High-</b> If any answers match items in this column, Purchasing to facilitate additional University review by OGC, IT, Risk Compliance, etc.			

\*May require additional review by OGC. Contracts between the University and a Sponsor, associated with a sponsored project (grant), should follow policies outlined in PPM 7010.

- A. **Amount:** Total amount University will spend over life of contract for all committed terms. (i.e. A three-year term contract totaling \$9,500 per year has a "amount" of \$28,500.) Contracts with automatic renewal clauses should be based on the anticipated years the contract will be in place. Amounts includes all amounts the University is obligated to pay, regardless of where the funds are provided from (University, Foundation, External Source, etc.).
- B. **Approved Contract Template or Purchase Order:** Purchasing maintains previously reviewed and approved contract templates and purchase orders. Contract templates are available through consultation with Purchasing. A template must be completed in its entirety with no alteration made to contract terms. Any changes or alterations should be submitted through the CLM Tool for review prior to proceeding. For more information contact [Purchasing](#).
- C. **Renewal:** Renewing, extending, or amending an existing contract to increase the Term of the contract without otherwise changing or altering the contract.
- D. **Term:** Length of time contract is intended to last.
- E. **Contractor Terms and Conditions:** Includes rules or conditions the contractor is requiring the University to accept. Read quotes and proposals from Contractors closely. Some may imbed terms and conditions using links. All terms and conditions should be submitted through the CLM Tool prior to engaging in business with the Contractor.
- F. **IT Software or Integrated Software:** Use of any electronic and information technology goods or services.
- G. **Safety or Security Risk:** Possibility of loss resulting from vulnerability, security, or safety if proper measures are not put in place. This may include, but is not limited to: insurance, environmental health and safety concerns, controlled substances, chemicals, specialized imported goods and equipment, etc.
- H. **International:** Engaging in business or business transactions outside the U.S. or with foreign entities, which require the University to agree to specified terms or conditions.
- I. **Reputational Risk:** Potential social and/or financial risk adversely affecting the good name or standing of the University. Social risk matrix based on degree of potential exposure/coverage of risk, e.g. local (low), regional (medium), or national (high) media coverage.