



**COMMONWEALTH OF VIRGINIA
SOLE SOURCE CONTRACT**

Contract Number:

This contract entered into this _____ day of _____, 20xx, by hereinafter called the "Contractor", located at _____, and Commonwealth of Virginia, **Radford University**, called the "University", located at 801 East Main Street, Radford, VA. 24142."

- I. **WITNESSETH** that the Contractor and the University in consideration of the mutual covenants, promises and agreements contained, agree as follows:
- II. **SCOPE OF WORK:** The Contractor shall provide the goods/services to the University as set forth in the Contract Documents.
- III. **TERM OF CONTRACT:** From _____ through _____ with _____ **one year renewal options or as negotiated, to include all contractual provisions contained herein.**
- IV. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**
 - A. This signed form, Radford University Commonwealth of Virginia's Sole Source Contract, inclusive of:
 1. Radford University Contract Form Addendum to Contractor's Form, reference Section xxx.
 2. Commonwealth of Virginia General Terms and Conditions-Radford University, reference Section VII.
 3. Special Terms and Conditions, reference section VIII.
 - B. Contractor's Supporting Documents:
- V. **FINANCIAL CONSIDERATIONS:** **Insert pricing tables here.**
- VI. **CONTRACT ADMINISTRATION:** **Confirm who this should be.**
- VII. **COMMONWEALTH OF VIRGINIA GENERAL TERMS AND CONDITIONS:**
- VIII. **SPECIAL TERMS AND CONDITIONS:** **Select applicable.**

IX. **GOVERNING RULES:** This Contract is governed by the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§23-38-88 et seq.) of Title 23 of the Code of Virginia, and in particular § 23-38.110 of the Act, referred to as the *“Governing Rules”* and the *Purchasing Manual for Institutions of Higher Education and Their Vendors.*”

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR

RADFORD UNIVERSITY

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____