

ABS LEGAL TRANSACTIONS: GSM PROCESS GUIDE

\$20,000 to \$50,000 to \$0 to \$19,999 \$49,999 \$149,999 **Non-Inventory** Consulting **Presenter** Consulting Consulting Agreement Agmt (CA) Agmt (CA) PO Agmt (CA) (PA) (NIPO) **ALLOW 7 DAYS ALLOW 7 DAYS ALLOW 20 DAYS ALLOW 20 DAYS ALLOW 17 DAYS** 1. 1. 1. 1. Send RFP to 5 vendors. Bidding is optional. No bidding required. No bidding required. No bidding required. **OR** Fill out Excp Memo. 2. 2. 2. 2. Fill out an Intake, CA & Fill out NIPO form. Fill out Intake & CA Fill out PA form & Send 3 bids to Sylva EVP Approval form.3 submit it to Sylva K.* submit to Sylva K.3 form. K.* (OR Exception Send to Sylva K.* attaching the invoice. Send to Sylva K.* Memo) with Intake, CA & EVP Approval form. 3. 3. 3. 3. Svlva K. & John G. Sylva K. sends you John Sylva K. sends you John Sylva K. & John G. work G.'s approval with PA# G.'s approval. work with ABS Legal to 3. with ABS Legal to review & approve Sylva K. & John G. review & approve work with ABS Legal to review & approve 4. 4. 4. You ask Vendor to sign You ask Director & John G. sends EVP Sylva K. sends you 2 copies of PA, & W93 Vendor to sign 2 4. Legal's approval notice Approval Form to Bob. and to you. copies of NIPO, & & contract # B. who signs it. John G. sends EVP John G. forwards al Approval Form & Return signed forms to docs to Sylva K. Exception Memo to Sylva K with New Bob. B. to sign. 5. 5. John G. then forwards You ask Director to You ask Director & signed docs to Sylva K. sign the vendor-signed 5. Vendor to sign 2 PA. copies of CA & W9.** Sylva K. sends you 5. You send 1 set fully approval notice & Sylva K. records signed to Sylva K Contract #. 5. contract in Legal Database 6. Sylva K. sends you She gives signed PA to You return 1 fully approval notice, Legal signed set of forms to contract # & half-6. signed CA. Sylva K. You ask Vendor to sign Sylva K. records CA & W9.** You ask contract in Legal Director to sign CA. 6. Database. 6. Vendor starts work 7. She gives signed PA to You ask Vendor to sign Sylva K. records Legal CA and W9.** John G. contract in Legal asks GSM EVP to sign Database 7. She gives signed PA to You send 1 set fully 7. Sylva K. sends signed signed to Sylva K. docs to Sam B. Vendor starts work Sam processes 7. payment in GP. You send 1 set fully 8. He asks John G. to 8. signed to Sylva K Vendor starts work. approve NIPO# Svlva K. records S/he sends invoice w. You send filled out Chk contract in Legal receipts to you. Auth. Form to Sam B. Database. attaching signed CA & She gives signed 8. 8. W9** and New Contract to Legal. Sylva K. lets you know Sylva K. records Vendor Form.** contract in Legal 9. the NIPO #. Database. You send filled out Chk She gives signed Auth. Form to Sam B., 9. Contract to Legal. attaching signed Vendor starts work. 9. contract, invoice & 9. You ensure Vendor receipts + & W9** & Sam B. pays Vendor. includes NIPO # in all New Vendor Form.** future invoices relating 9. 10. to this NIPO. Vendor starts work. You send filled out Chk Auth. Form to Sam B. attaching signed CA & 10. W9** and New Sam B. pays Vendor 10. Vendor Form.* You send filled out Chk Auth. Form to Sam B. attaching signed CA & W9** and New Vendor Form.3 11. Sam B. pays Vendor. 11.



LEGEND

Estimated # of business days you should allow from submission of contract to first payment. Allow

RFP Request for Proposal form.

Also fill out the New Vendor Disclosure Statement, but only for new vendors whose work is

valued at \$10k or above.

Fill out this form for all new vendors

Λ For project-based contracts, fill out an Umbrella Contract template **>>**

Contracts of \$1 million or more that are outside of your budget need the review & signature

of the Board Executive Chairman. Allow an additional 15 business days for this.

12. W9** and New

Sam B. pays Vendor

You send filled out Chk Auth. Form to Sam B. attaching signed CA & Vendor Form.**

11.

Vendor starts work.

13. Sam B. pays Vendor.

11. Vendor starts work.

12.

You send filled out Chk Auth. Form to Sam B. attaching signed CA & W9** and New Vendor Form.**

13. Sam B. pays Vendor. Vendor starts work. 12. You send filled out Chk Auth. Form to Sam B. attaching signed CA & W9** and New

Vendor Form.**

11.

13. Sam B. pays Vendor.

How Many Days Should I Allow for Contract Approval and Payment?

	SAMPLE.
)	THE.

			AP	PROX. N	UMBER (OF WOR	KING D	AYS FO	R APPR	OVAL
\$\$\$ Value of Contract	Form Code	Type of Transaction Using Standard ABS templates	GSM Ops Approval	Legal Approval	GSM EVP Approval	CFO Approval	COO Approval	Board Approval	Payment	TOTAL
		Presenter Agreemt	3 days	-	-	-	-	-	5 days	
		Non-Inventory PO	3 days	-	-	-	-	-		8 days
\$0 to	<u>C1</u>	Consulting Agreemt	3 days	10 days	-	-	-	-		18 days
		Amendmt to Consulting Agmt	3 days	10 days	-	-	-	-		18 days
\$19,999	D1	Umbrella Agreemt	3 days	10 days	-	-	-	-		18 days
	D2 E1	Amendmt to Umbrella Agmt Collaboration Agreement	3 days 3 days	10 days 10 days		-	-	-		18 days 18 days
	E2	Amendmt to Collabortn Agmt	3 days	10 days			-			18 days
					_	-				
	F1	Consulting Agreemt	3 days	10 days	3 days	-	-	-		21 days
¢20,000 to	F2	Amendmt to Consulting Agmt	3 days	10 days	3 days	-	-	-		21 days
\$20,000 to	G1	Umbrella Agreemt	3 days	10 days	3 days	-	-	-		21 days
\$49,999	G2	Amendmt to Umbrella Agmt	3 days	10 days	3 days	-	-	-		21 days
	H1	Collaboration Agreement	3 days	10 days	3 days		-	-		18 days
	H2	Amendmt to Collabortn Agmt	3 days	10 days	3 days	-	-	-	5 days	18 days
		Consulting Agreemt	3 days	10 days	3 days	-	-	-		21 days
	J2	Amendmt to Consulting Agmt	3 days	10 days	3 days	-	-	-	5 days	21 days
\$50,000 to	K1	Umbrella Agreemt	3 days	10 days	3 days	-	-	-		21 days
\$149,999	K2	Amendmt to Umbrella Agmt	3 days	10 days	3 days	-	-	-		21 days
	L1	Collaboration Agreement	3 days	10 days	3 days	-	-	-		18 days
	L2	Amendmt to Collabortn Agmt	3 days	10 days	3 days	-	-	-	5 days	18 days
	M1	Consulting Agreemt	3 days	10 days	3 days	3 days	3 days	-	5 days	27 days
		Amendmt to Consulting Agmt	3 days	10 days	3 days	3 days	3 days	-		27 days
\$150,000 to	N1	Umbrella Agreemt	3 days	10 days	3 days	3 days	3 days	-	5 days	27 days
\$299,999	N2	Amendmt to Umbrella Agmt	3 days	10 days	3 days	3 days	3 days	-	5 days	27 days
	01	Collaboration Agreement	3 days	10 days	3 days	3 days	3 days	-	5 days	18 days
	02	Amendmt to Collabortn Agmt	3 days	10 days	3 days	3 days	3 days	-	5 days	18 days
	P1	Consulting Agreemt	3 days	15 days	4 days	4 days	4 days	-	5 davs	35 days
	P2	Amendmt to Consulting Agmt	3 days	10 days	4 days	4 days	4 days	-		30 days
\$300,000 to		Umbrella Agreemt	3 days	15 days	4 days	4 days	4 days	-		35 days
\$999,999	Q2	Amendmt to Umbrella Agmt	3 days	10 days	4 days	4 days	4 days	-		30 days
, , , , , , , , , , , , , , , , , , , ,	R1	Collaboration Agreement	3 days	10 days	4 days	4 days	4 days	-	5 days	18 days
	R2	Amendmt to Collabortn Agmt	3 days	10 days	4 days	4 days	4 days	-	5 days	18 days
	S1	Consulting Agreemt	3 days	20 days	5 days	5 days	5 days		5 days	43 days
	S2	Amendmt to Consulting Agmt	3 days	15 days	5 days	5 days	5 days	-		38 days
\$1 million	T1	Umbrella Agreemt	3 days	20 days	5 days	5 days	5 days	-		43 days
& up	T2	Amendmt to Umbrella Agmt	3 days	15 days	5 days	5 days	5 days	-		38 days
- G G G	U1	Collaboration Agreement	3 days	10 days	5 days	5 days	5 days	-		18 days
	U2	Amendmt to Collabortn Agmt	3 days	10 days	5 days	5 days	5 days	-		18 days
	V1	Consulting Agreemt	3 days	20 days	5 days	5 days	5 days	15 days		
¢1 million	V1 V2	Amendmt to Consulting Agmt	3 days 3 days	15 days	5 days 5 days	5 days 5 days	5 days	15 days		56 days 53 days
\$1 million	X1	Umbrella Agreemt	3 days	20 days	5 days	5 days		15 days		
& up	X2	Amendmt to Umbrella Agmt	3 days	15 days	5 days	5 days	5 days	15 days		
(where contract is outside of budget)	<u>Y1</u>	Collaboration Agreement	3 days	10 days	5 days	5 days	5 days			18 days
	Y2	Amendmt to Collabortn Agmt	3 days	10 days	5 days	5 days	5 days			
All Dollar Levels	LL	Licensing Agreemt (all templates)*	-	10 days	·	-	-	-	-	10 days

^{*} This is where ABS's Bibles.com team (specifically Matt and Tom D, with Lorelei's input on complex cases) grant permission to non-ABS entities to reprint/publish the GNB and CEV translations via various licensing Agreemt templates. Basically, we grant them the license, they pay us for this permission to proceed.

SAMPLE.

		WHO SIGNS WHICH DOCUMENT?							
SA MIDI	E.	Intake Form	EVP Approval Form	Exception Memo (if no 3 bids)	Consulting Agmt / Umbrella Agmt / Collaboratn Agmt / Amendmts	Board of Trustees Approval Doc.			
	Presenter Agreement				Director				
	Non-Inv. Purchase Order				Director				
\$0 to \$19,999	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	No need to sign	No need to sign	No need to sign	Director	No need to sign			
\$20,000 to \$49,999	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	No need to sign	GSM EVP	No need to sign	GSM Managing Director	No need to sign			
\$50,000 to \$149,999	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendment to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	No need to sign	GSM EVP	GSM EVP	GSM EVP	No need to sign			
\$150,000 to \$299,999	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	CFO	GSM EVP	GSM EVP + CFO	GSM EVP + CFO OR GSM EVP + Other EVP	No need to sign			
\$300,000 to \$999,999	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	CFO	GSM EVP	GSM EVP + CFO	CFO + COO OR CFO + President OR COO + President	No need to sign			
\$1 million +	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	CFO	GSM EVP	GSM EVP + CFO	CFO + President OR COO + President	No need to sign			
\$1 million + (where contract is outside budget)	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	CFO	GSM EVP	GSM EVP + CFO	CFO + President OR COO + President	Chairman (on behalf of Board Exec. Committee)			

GSM SIGNING AUTHORITY SUMMARY

		~ § RY
GSM SIGNING AUTHORITY S	UMMAI	RY
	Invoices	Contracts
Title	\$	\$
Executive Vice President	150,000	
Managing Director (GSM Operations)	100,000*	50,000
Managing Director (International Mins)	50,000	50,000
Managing Director (Strategic Mins)	50,000	50,000
Executive Director (Nida Institute, Dean)	50,000	20,000
Executive Director (MLM)	50,000	-
Executive Director (Restoration Mins)	50,000	
Executive Director (Armed Services Min)	50,000	
Executive Director (Bibles.com)	20,000	
Executive Director (Church Engagement)	20,000	
Executive Director (Eradicating Bible Poverty)	20,000	20,000
Director (Latino Ministries, MLM)	20,000	20,000
Director (Royalties, Bibles.com)	20,000	
Director (Trauma Healing, Restoration Mins)	10,000	
Director (Church Engagement)	50,000	
Director (Quality Assurance)	20,000	20,000
Director (Dept name TBD)	50,000	20,000
Senior Manager (Min. Partnerships, Int'l Mins)	20,000	0
Senior Manager (Armed Services Ministry)	10,000	
Senior Manager (Restoration Ministries)	7,500	0
Senior Manager (Business, GSM Ops)	7,500**	0
Senior Manager (Production, GSM Ops)	7,500	0
Senior Manager (Funding, International Ministries)	7,500	0
Senior Manager (International Ministries)	7,500	0
Senior Manager (International Ministries)	7,500	0
Senior Manager (Mobilization, Church Engagement)	7,500	0
Senior Manager (Church Engagement)	7,500	
Senior Manager (Finance & Customer Care, GSM Ops)	7,500	0
Manager (Program Project)	7,500	0
Manager (Armed Services Partnerships)	7,500	0
Manager (Online Mktg & Custom Editions)	7,500	0
Manager (Brazilian Ministries)	7,500	0
Manager (Marketing Scripture Resources)	7,500	0
Manager (Catholic Ministries - Sr Advisor)	7,500	0
Manager (Library & Archives)	5,000	0
Manager (NYC Field Rep, Bibles.com)	5,000	0
Manager (Communications, GSM Ops)	2,000	0
Manager (Admin, Licensing & Permissions)	1,000	0

^{*} For all GSM Cost Centers

^{** \$20,000} for Amex Concur approval