

To set up a new Food Truck vendor, the **Contract Owner (CO)** must initiate a Contract Review request using the following workflow:

1. **Complete the [Contract Owner Intake Form](#).** The Contract Owner will provide essential details including:
 - **Supplier Information:** Name, address, and contact details.
 - **Template Selection:** Select "Villanova University Template."
 - **Template Type:** Select "Other VU Template (Not in Sirion)."
 - **Template Name:** Specify the "Master Mobile Food Facilities Agreement."
 - **Supporting Details:** Include the business case, total contract cost, and any relevant supplemental documents.

2. Contract Creation

Once the Intake Form is submitted, the Department's **Contract Initiator** will use that information to officially create the contract request within the **Contract Management System (CMS), Sirion**.

3. Review & Approval

The contract request will enter the CMS workflow, where it will be reviewed by internal VU stakeholders and the vendor for final approval.

Note: Find the Contract Owner Intake Form and its [Training Video](#) on the main [Contract Management System website](#), or access the form directly [here](#).

Sirion - Intake Questions – Master Mobile Food Facilities Agreement

Contract/ Supplier Type = Product and Service Suppliers

Type of Contract = Product and Service Suppliers

Specific Contract = Master Mobile Food Facilities Agreement

Subcategory Contract = Not Applicable

- **Has this request been reviewed by Villanova’s Procurement Office?***
 - [If yes] Please provide the buyer you have worked with.*
- **Is the Villanova University Contract Being Used?***
- **Please describe the business case associated with this agreement***
- **Villanova contact for contract questions***
- **Does engagement involve high risk activities?*** Select ‘Yes’.
- **Total Contract Cost***
- **Type of Payment***
- **Paper Type***
- **Supplier Contract Recipient***
- **Villanova Contract Signer***

Note: The Master Mobile Food Facilities Agreement (MFFA) is not yet a dropdown option in the CO Intake Form.

Until the form is updated, the Contract Owner will select “Other VU Template (Not in Sirion)” and list this template manually.



*Indicates a required field