

TEXAS SOUTHERN UNIVERSITY
COMPLIANCE COVER SHEET FOR NEW CONTRACTS

Contract Number _____ (Assigned By OGC)

UNIVERSITY ADMINISTRATOR NAME & TITLE: _____
College/Dept.: _____ **E-Mail:** _____ **Extension:** _____

REQUIRED: Attach all applicable justification/forms:
 RFP/RFQ; Texas Marketplace Selection Committee & Award Notification
 Sole-Source Justification Emergency Justification (See Procurement Dept.)
 Best Value Other: _____

CONTRACT TYPE/ACTION:
 New Agreement Renewal Modification/Amendment Extension

Brief description of goods/services vendor shall provide or perform: _____

CONTRACTOR/VENDOR: _____ **TIN/EIN:** _____
Contact Name: _____ **Title:** _____
Address: _____
City: _____ **State:** _____ **Zip code:** _____ - _____
Telephone: _____ **Fax:** _____ **E-mail:** _____

CONTRACT AMOUNT: \$ _____ **Commissions/Guarantee:** YES NO N/A
Contract Effective Date: _____ **Termination Date:** _____

Does the contract require reporting to the Legislative Budget Board and/or other State Agencies? (Example: Professional Services and Construction Contracts in excess of \$14,000.00) YES NO

Is the Vendor/Contractor a Minority-Owned Business? YES NO

Is the Vendor/Contractor a Historically Underutilized Business (HUB)? YES NO

If the contract involves software or a license in any information technology system, have you obtained approval from the Office of Information Technology? YES NO N/A

Funding Source: Grant Local State Other: _____
Payment Terms: Monthly Quarterly Annually Other: _____
Fund: _____ **Organization:** _____ **Acct.** _____ **Program:** _____

Contract Administrator/ Manager **Date**

Purchasing Dept **Date** Bid Response Attached Bid Not Required

Compliance Dept **Date** Due Diligence Completed Due Diligence Not Required

DO NOT WRITE BELOW THIS LINE
FOR FISCAL USE ONLY

Are adequate funds available for this Contract / Agreement? YES NO N/A

Name: _____ **Title:** _____ **Date:** _____

TEXAS SOUTHERN UNIVERSITY

Instructions for completing the compliance coversheet and contract management process flow:

- A. For all contracts “agreements” for goods and services the originating department (Contract Manager) completes the compliance coversheet in its entirety, attaching all applicable justification forms. Any incomplete forms will be returned.
- B. The Contract Manager forwards the agreement, the compliance coversheet and the appropriate attachments to the Purchasing Department for review.
- C. Upon completion of its review, the Purchasing Department forwards the agreement and supporting documents to the Office of Institutional Compliance for a due diligence review, if necessary.
- D. Upon completion of its review, Office of Institutional Compliance forwards the agreement and supporting documents to the Office of Fiscal Affairs.
- E. The Office of Fiscal Affairs determines if the appropriate funding is available and forwards the agreement and supporting documents to the Office of General Counsel.
- F. General Counsel reviews that agreement for legal form and substance, assigns a contract number and forwards the agreement with an “execution letter” to the Senior Official who is authorized to sign the contract.