

**THE UNIVERSITY OF TEXAS SYSTEM
BUSINESS AFFAIRS CONTRACT PROCESSING CHECKLIST**

TO: U. T. SYSTEM OFFICE OF BUSINESS AFFAIRS	BA ASSIGNED DOC ID _____ <i>For office use only</i> <input type="checkbox"/> LBB Reportable <input type="checkbox"/> Transparency
DATE: _____	
DEPARTMENT: _____	
Departmental Contract Administrator with Contract Management Handbook Responsibilities	
Name: _____ Email: _____	
Requested document return: <input type="checkbox"/> Scanned by email (please provide one single-sided set of documents) OR <input type="checkbox"/> One original via System mail (please provide at least two single-sided hard copies with this checklist)	
Additional information/requests:	
<input type="checkbox"/> The complete Contract, including all pages, exhibits, attachments and schedules, is attached.	
<input type="checkbox"/> The authorized person in your office or department approves the Contract's business terms and has signed or initialed the Contract beside the Executive Vice Chancellor for Business Affairs' signature line	
Contractor/Vendor Name: _____ Telephone: _____	
Address: _____	
Brief Purpose/ Description Summary of Contract:	
<input type="checkbox"/> master agreement (MA)	
<input type="checkbox"/> project addendum to MA	
Contract Effective Date: _____ Expiration Date (all renewals included): _____	
Is this document an amendment, renewal, or modification of an existing Contract?	
Yes <input type="checkbox"/> Original Contract Document Number: BA-20 __ - _____	
Amendment Date: _____ Amended End Date: _____	
Maximum Value of Contract, including renewals, amendments & addendums: \$ _____	
UTShare PeopleSoft Cost Center from which Contract will be funded: _____	

Yes	No	
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- | Yes | No | | | | | | | | | | | |
|--------------------------|--------------------------|---|------------------|------------------|------------------|------------------|------------------|----|----|----|----|----|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. a. Procurement requirements met, including HUB/HSP requirements for a contract ≥\$100,000. ¹
<input type="checkbox"/> Responsible purchaser: _____ | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | b. The contract was issued following a formal competitive procurement. If yes,
<input type="checkbox"/> Approved GPO (Group Purchasing Organization)
<input type="checkbox"/> RFQ/RFP No.: _____ Date Issued: _____ No. of Bids Rec'd: _____ | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | c. The Maximum Value of the contract is >\$50,000; add cost of contract by fiscal year (FY)
<table style="width:100%; border: none;"> <tr> <td style="text-align: center;">FY Amount</td> <td style="text-align: center;">FY Amount</td> <td style="text-align: center;">FY Amount</td> <td style="text-align: center;">FY Amount</td> <td style="text-align: center;">FY Amount</td> </tr> <tr> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> </table> | FY Amount | FY Amount | FY Amount | FY Amount | FY Amount | \$ | \$ | \$ | \$ | \$ |
| FY Amount | FY Amount | FY Amount | FY Amount | FY Amount | | | | | | | | |
| \$ | \$ | \$ | \$ | \$ | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | d. The contract is over \$15,000 and was not competitively procured.
<input type="checkbox"/> Attach signed Exclusive Acquisition Justification , if yes. | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Department/Departmental Contract Administrator has complied with UTS145 .
Attach any required reviews and approvals:
<input type="checkbox"/> U. T. System Office of General Counsel (Contracts >\$100,000)
<input type="checkbox"/> U. T. System Office of Systemwide Information Services ²
<input type="checkbox"/> U. T. System Office of Information Security ³
<input type="checkbox"/> Other approvals ⁴ , correspondence, relevant information
<input type="checkbox"/> Concurrence form(s) from the affected U. T. institutions' chief business officers ⁵ | | | | | | | | | | |

¹ For questions about compliance with [UTS137](#), please contact [HUB Development](#).

² If the contract is for Systemwide use of computer software, hardware, or other information system components, review and approval by the U. T. System Chief Information Officer is required by [UTS145](#).

³ If the contract will result in University data being stored, processed, or accessed by the vendor, review by the U. T. System Chief Information Security Officer is required.

⁴ Additional sources of information. For contracts for private auditors, see [Texas Government Code Section 321.020](#)

⁵ Required by [Regents' Rule 10501, Section 2.5\(b\)](#). This requirement does not apply when participation is voluntary.

3. The contract is for the procurement of an [electronic and information resource \(EIR\)](#), which includes software, websites, telecommunications products, video/multimedia products, information technology hardware, and self-contained/closed equipment⁶ and the Department/ Departmental Contract Administrator has complied with [UTS150](#).
 Attach for signature a proposed written U. T. System Administration Exception for the EIR, if required, and OTIS' concurrence.
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4. The contract is for the purchase of software or for the development of software and the contract value is \$100,000 or more.
 Attach completed [APS questionnaire](#), if yes.
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5. The contract is for the purchase or development of an electronic system that will use Confidential Data⁷ such as social security numbers, protected health information, or sensitive research data.
 Attach the [System Administration Information Security Officer's](#) analysis, if yes
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6. The contract has a value of \$1 million or more. If yes,
 Attach the [State Agency Uniform Nepotism Disclosure Form](#)⁸ executed by all contract processing personnel, including a space for the contract signatory to sign as a purchaser.
 Attach signed and notarized Texas Ethics Commission [Form 1295](#).
 Attach a completed print-ready LBB attestation letter, if required.⁹
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7. Approval of the contract by the Board of Regents is required.¹⁰
 Board approval received at the _____, 20__ meeting.
 OGC-approved provision relating to required Board approval is included in the contract and Board approval is anticipated at the _____, 20__ meeting.
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8. There are actual or potential conflicts of interest or conflicts of commitment, or there are other significant risks or issues related to the procurement/contract.
 If yes, describe (add page(s) if needed) _____

☞ Thank you for completing this checklist. ☞

Questions: Please email loyd@utsystem.edu or call 512-499-4560

⁶ See [UTS150](#) for a complete definition of EIR and the requirements related to exception approval.

⁷ Confidential Data is defined in [INT124](#) and [UTS165](#). [UTS165](#) Standard 9 describes specific categories of Confidential Data.

⁸ Required by [Texas Government Code, Section 2262.004](#)

⁹ Attestation letters are required for exclusive acquisition contracts of >\$1 million and any contract >\$10 million ¹⁰ If required by [Regents' Rule 10501, Sections 2.1 and 3](#)