

# THE UNIVERSITY OF TEXAS SYSTEM BUSINESS AFFAIRS CONTRACT PROCESSING CHECKLIST

TO: <b>U. T. SYSTEM OFFICE OF BUSINESS AFFAIRS</b>	<b>BA ASSIGNED DOC ID 2025-</b> _____
<i>For office use only</i> <input type="checkbox"/> LBB Reportable <input type="checkbox"/> Transparency	
DATE: _____	
DEPARTMENT: _____	
<b>Departmental Contract Administrator (DCA) with Contract Management Handbook Responsibilities</b>	
Name: _____ Email: _____	
<b>Requested document return:</b> <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)	
<b>Additional information/requests:</b>	
<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 <b>signed or initialed beside the U. T. System signature line or provided an email approval.</b>	
Contractor/Vendor Name: _____ Telephone: _____	
Address: _____	
<b>Contract Summary and Purpose Statement:</b>	
Contract Effective Date: _____ Expiration Date (all renewals included): _____	
<b>Is this document an amendment, addendum, renewal, or modification of an existing Contract?</b>	
<b>Yes</b> Original Contract Document Number: 20 __ - _____	
Contract Modification Effective Date: _____ End Date: _____	
Maximum Contract Value includes renewals, amendments & addendums: \$ _____ Revenue?: _____	
UTShare PeopleSoft Cost Center from which Contract will be funded: _____	

- | Yes                      | No                       |   |                         |                         |                         |                         |                         |    |    |    |    |    |
|--------------------------|--------------------------|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----|----|----|----|----|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. a. Procurement requirements met. HUB/HSP required for a contract ≥\$100,000. <sup>1</sup> HSP attached<br><input type="checkbox"/> Responsible purchaser: _____<br>Responsible purchaser vendor check complete   |                         |                         |                         |                         |                         |    |    |    |    |    |
| <input type="checkbox"/> | <input type="checkbox"/> | b. The contract was issued following a formal competitive procurement. If yes,<br><input type="checkbox"/> Approved GPO (Group Purchasing Organization)<br><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)<br><table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="text-align: center;"><b><u>FY Amount</u></b></td> <td style="text-align: center;"><b><u>FY Amount</u></b></td> <td style="text-align: center;"><b><u>FY Amount</u></b></td> <td style="text-align: center;"><b><u>FY Amount</u></b></td> <td style="text-align: center;"><b><u>FY Amount</u></b></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> | <b><u>FY Amount</u></b> | <b><u>FY Amount</u></b> | <b><u>FY Amount</u></b> | <b><u>FY Amount</u></b> | <b><u>FY Amount</u></b> | \$ | \$ | \$ | \$ | \$ |
| <b><u>FY Amount</u></b>  | <b><u>FY Amount</u></b>  | <b><u>FY Amount</u></b>   | <b><u>FY Amount</u></b> | <b><u>FY Amount</u></b> |                         |                         |                         |    |    |    |    |    |
| \$                       | \$                       | \$  | \$                      | \$                      |                         |                         |                         |    |    |    |    |    |
| <input type="checkbox"/> |                          | d. The contract is over \$15,000 and was not competitively procured.<br><input type="checkbox"/> <b>Attach</b> signed <a href="#">Exclusive Acquisition Justification</a> , if yes.   |                         |                         |                         |                         |                         |    |    |    |    |    |
| <input type="checkbox"/> |                          | 2. Department/DCA has complied with <a href="#">UTS145</a> .<br><b>Attach</b> any required reviews, approvals and documentation:<br><input type="checkbox"/> U. T. System Office of General Counsel (Contracts >\$1M or special procedures)<br>U. T. System Office of Systemwide Information Services <sup>2</sup><br>U. T. System Office of Information Security and/or U. T. System Privacy Officer <sup>3</sup><br>Other approvals <sup>4</sup> , correspondence, relevant information<br><input type="checkbox"/> Certificate of Insurance (COI)<br><a href="#">Concurrence form(s)</a> from the affected U. T. institutions' chief business officers <sup>5</sup>  |                         |                         |                         |                         |                         |    |    |    |    |    |

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

<sup>2</sup> 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](#).

<sup>3</sup> If the contract will result in University (confidential) data being stored, processed, or accessed by the vendor, review by the U. T. System Chief Information Security Officer and/or the U. T. System Privacy Officer is required.

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

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

3. The contracted good and/or service utilizes an [electronic and information resource \(EIR\)](#), which includes, but is not limited to, software, websites, telecommunications products, video/multimedia products, information technology hardware, and self-contained/closed equipment<sup>6</sup> and the Department/DCA has complied with [UTS150](#).  
 No exception required.  
 **Attach** for signature a proposed written U. T. System Administration Exception for the EIR, if required, and OTIS' concurrence. Follow-up review date, if any: \_\_\_\_\_

4. Does the contract provide contractor and/or its subcontractors, officers, or employees an account on a U. T. System Administration computer system? If so, each account holder will need to complete a [DIR](#) certified cybersecurity training program<sup>7</sup> prior to account access.

5. The contract is for the purchase, development, or use of an electronic system that will access Confidential Data<sup>8</sup> such as social security numbers, protected health information, or sensitive research data.  
 **Attach** the [System Administration Information Security Officer's](#) analysis, if yes  
 **Attach** the U. T. System Privacy Officer approval, if required  
 **Attach** the PSQ determination/Spectrum results, if required

6. The contract has a value of \$1 million or more. If yes,  
 **Attach** the [State Agency Uniform Nepotism Disclosure Form](#)<sup>9</sup> executed by all contract processing personnel, including a space for the contract signatory to sign as a purchaser.  
 **Attach** authorized representative signed Texas Ethics Commission [Form 1295](#).  
 **Attach** a completed print-ready LBB attestation letter, if required.<sup>10</sup>

7. Approval of the contract by the Board of Regents is required.<sup>11</sup>  
 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.

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.

9. The contract has a value of \$250,000 or if the value is less than \$250,000 and "High Risk" factors are known to exist requiring a contract monitoring plan  
 **Attach** the completed [Contract Risk Assessment](#).  
 **Attach** a Routine or Enhanced [Contract Monitoring Plan and Close-out Form](#), if required.

☞ Thank you for completing this checklist. ☜

Questions: Please email [CNP@utsystem.edu](mailto:CNP@utsystem.edu).

*For Office Use Only*  
**Contract Type:** \_\_\_\_\_

<sup>6</sup> See [UTS150](#) for a complete definition of EIR and the requirements related to exception approval  
<sup>7</sup> Required by [Texas Government Code, Sections 2054.519 and 2054.5192](#)  
<sup>8</sup> Confidential Data is defined in [HOP 4.1.1](#) and [UTS165](#). [UTS165](#) Standard 9 describes specific categories of Confidential Data  
<sup>9</sup> Required by [Texas Government Code, Section 2262.004](#)  
<sup>10</sup> Attestation letters are required for exclusive acquisition contracts of >\$1 million and any contract >\$10 million  
<sup>11</sup> If required by [Regents' Rule 10501, Sections 2.1 and 3](#)