

Completed By:

Yes	No			
		Contracts in excess of \$1,000,000 over term that are \$1,000,000 or more per annum; amendment, extension, or renewal of board approved contract in excess of 25% of original value approved by Board	07.12.3.a 07.12.3.b	Board
		<i>Original Contract Value (Annualized)</i>	\$	
		<i>Aggregate Amendment Value (Annualized)</i>	\$	
		Contracts less than \$1,000,000 per annum; amendment, extension, or renewal other than as stated above. (A list of those amended, extended, or renewed contracts in excess of \$1,000,000 per annum, including the amount of the contract, shall be provided to the board as an information item at the next board meeting.)	07.12.4.a 07.12.4.d 07.12.6	President <i>(Information item at the next board meeting)</i>
		Contracts for real property: sale or purchase; and lease for more than 4 years (unless the contract can be terminated without cause with notice of 120 days or less)	07.12.3.d(1)(a)	Board
		Contracts in excess of four years (unless the contract can be terminated without cause with notice of 120 days or less)	07.12.3.d(1)(b)	Board
		Consulting contracts in excess of \$25,000, and all modifications that increase such contracts; amendment increasing consulting contract initially \$25,000 or less to more than \$25,000	07.12.4.e(1) 07.12.4.e(2)(c)	Board
		Consulting contracts of \$25,000 or less	07.12.4.e(2)(a)	Chancellor or President, as appropriate – <i>with prior notice to chairs of VC/CFO</i>
		Initial contracts for vending machines	07.12.3.f	Board
		Contracts for minor construction projects (project budget less than \$4,000,000) (Major project budget \$4,000,000 or more) 08.01.3 requires Board approval	07.12.4.c 08.01.4.a	Chancellor <i>(for TTUSA projects)</i> or President <i>(for institutional projects)</i>
		Contract for purchase of goods/services with value in excess of \$5,000,000		<i>Chief procurement officer must submit reports to the Board</i>
Yes	No			
		Sponsored programs: Sponsored program projects are those grants, contracts, and cooperative agreements from either the public or private sectors that support research, instructional, and service projects	07.12.4.b	President or delegate, Vice President of Research
		Employment contracts	07.12.3.e	Varies

Contracting Office Comments

General Counsel Checklist

Completed By:

Yes	No						
		<p>Agreement in excess of \$250,000 per year</p> <p style="text-align: right;">General Counsel Review Required</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;"><i>Original Contract Value (Annualized)</i></td> <td>\$</td> </tr> <tr> <td style="text-align: right;"><i>Aggregate Amendment Value (Annualized)</i></td> <td>\$</td> </tr> </table>	<i>Original Contract Value (Annualized)</i>	\$	<i>Aggregate Amendment Value (Annualized)</i>	\$	
<i>Original Contract Value (Annualized)</i>	\$						
<i>Aggregate Amendment Value (Annualized)</i>	\$						
		<p>Clinical or Administrative Services Agreement (even if on template) where TTUHSCEP personnel provide Administrative duties at another entity.</p> <ul style="list-style-type: none"> • Medical Director. (If TTUHSCEP template is not used, please submit completed Medical Director Agreement Checklist with agreement.) • Lab Director or Program Director or other title • Call coverage agreement • Hospitalist agreement • Locum tenens agreement <p style="text-align: right;">General Counsel Review Required</p>					
		<p>OGC Template Agreement Document has been modified</p> <p style="text-align: right;">General Counsel Review Required</p>					
		<p>Document is not an OGC Template Agreement Document (i.e.)</p> <ul style="list-style-type: none"> • Non-disclosure agreement • Facility use agreement <p style="text-align: right;">General Counsel Review Required</p>					
		<p>Agreement contains any of the following clauses:</p> <ul style="list-style-type: none"> • Indemnification – <u>ANY</u> agreement which obligates TTUHSCEP to indemnify or hold harmless the other party (even if the limiting language is included). • Governing Law and Venue -- <u>ANY</u> agreement where governing law and venue are <u>not</u> in Texas. • Insurance – Contact the OGC for review and guidance for ANY agreement where TTUHSCEP is responsible to obtain general liability insurance or agree to amounts higher than authorized by the SOM Professional Liability Plan. • Compensation – ANY agreement where compensation cannot be documented as fair market value (FMV) or appears to be preferential treatment. If there are concerns or questions regarding FMV contact the OGC for review and guidance. <p style="text-align: right;">If not successful in obtaining revisions General Counsel Review Required</p>					
Yes	No						
		<p>Company legal name and legal status has been verified?</p> <ul style="list-style-type: none"> • Taxable Entity Search https://mycpa.cpa.state.tx.us/coa/Index.html • Tax Exempt Entity Search http://window.state.tx.us/taxinfo/exempt/exempt_search.html • For government entities, sometimes that requires checking Texas statutes. • For non-Texas entities, occasionally the legal name can be found on a company's website. • For individuals, often have to figure out if he/she is contracting in own name, or if they have a company name. 					
		<p>Appropriate up-to-date template has been verified?</p>					

Contracting Office Comments

Solicitation Phase

Completed By:

Yes	No	Solicitation Phase													
		Solicitation Request Form													
		Solicitation Method													
		Post in ESBD/TechBid													
		Response Evaluation <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">a) Number of responses received</td> <td style="width: 20%; text-align: center;">_____</td> </tr> <tr> <td>b) Non-Disclosures received</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>c) Conflict of Interest received by committee members</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>d) Evaluation forms received from committee members</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>e) Response clarifications documented</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>f) BAFO documentation</td> <td style="text-align: center;">_____</td> </tr> </table>		a) Number of responses received	_____	b) Non-Disclosures received	_____	c) Conflict of Interest received by committee members	_____	d) Evaluation forms received from committee members	_____	e) Response clarifications documented	_____	f) BAFO documentation	_____
a) Number of responses received	_____														
b) Non-Disclosures received	_____														
c) Conflict of Interest received by committee members	_____														
d) Evaluation forms received from committee members	_____														
e) Response clarifications documented	_____														
f) BAFO documentation	_____														
		HUB review forms													

Contracting Office Comments