UNTS BUSINESS CONTRACT CHECKLIST

The purpose of this Contract Checklist is to help you know where to start with reviewing/drafting a BUSINESS contract and then routing a BUSINESS contract for approvals and signatures through Procurement (if applicable) and/or the UNTS Office of Contract Administration (OCA). Generally, OCA reviews and processes

If you are in doubt about how to answer a checklist question for a particular contract or you have a concern about a contract that this checklist does not address, please contact the UNTS Office of Contract Administration or Office of General Counsel (OGC) for further assistance.

Shortcut links:

Contract Management Handbook	PAYMENT BY PURCHASE ORDER
Department responsibilities	PAYMENT BY PCARD
Is contract IT related?	Contact Info (OCA)
Selections in TCM	Resources

For the purpose of this checklist, University encompasses the University of North Texas System and each of the component institutions.

start here ↓
Contract Management Handbook

UNT SYSTEM

› CONTRACT ADMINISTRATION AND OVERSIGHT (pg 8)
› LEGAL REVIEW & Contract Checklist (pg 10)
› STATE CONTRACTING REQUIREMENTS (pg 18)

For information regarding contracts, refer to the Contract Management Handbook.

Also, see our Frequently Asked Questions:

UNTHSC	UNTS/UNT/UNTD
https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/FAQs.aspx	https://finance.untsystem.edu/contract-administration/faqs.php

Department responsibilities

- If applicable, following appropriate Procurement procedures
- Determining if a quote references Terms & Conditions and needs to be routed as a contract
- Preparing contract for routing once the contract has been drafted, reviewed and approved at the department level
  - Contact OCA for contract templates if needed

- When talking to the Contracting Organization/Vendor:
  - Ensuring the UNIVERSITY is listed as the Contracting Party, not the name of a department, employee or student
  - Explaining that additional terms and conditions may be required (Standard Addendum)
    - https://www.untsystem.edu/offices/general-counsel/contracts/legal-review-contracts.php (scroll to the Standard Addendum section)
  - Informing them that UNIVERSITY is using DocuSign to acquire secure electronic signatures

- Sharing the Vendor Guide to Doing Business with the University of North Texas System: https://finance.untsystem.edu/sites/default/files/documents/vendor_guide.pdf

- Ensuring that blanks and specific department related information are completed on forms, contracts and contract related documents

- **REMINDER:** When a *potential* conflict of interest exists, officers and employees involved in procurement or contract management are required to complete a disclosure form and submit it to UNT System Business Services Center (BSC) with the requisition or with submission of the contract. If the potential conflict of interest is related to a purchasing card transaction or the execution of a contract or some other situation that does not involve an ePro requisition or submission of a contract, the completed disclosure form should be submitted to via email to conflictdisclosures@untsystem.edu.

Determine:

- **Is the contract IT related?** [Any University contract that includes an IT or technology-related component must be reviewed by IT prior to contract execution. IT reviews security protocols in the system or solution as well as identifies IT resources needed, such as single sign-on, hosting, storage, integration, installation, data security, review of cloud computing services, etc.]
    - Texas Government Code mandates that state agencies as defined by Texas Government Code 2054.003(13) must only enter or renew contracts to receive cloud computing services that comply with Texas Risk and Authorization Management Program (TX-RAMP) requirements. If you have any contracts in process or upcoming software-as-a-service (SAAS) contracts [**this requirement comprises hardware purchases that include SAAS software**]. The IT State certification has to be acquired in order to approve a contract for execution.

ALL CAMPUSES - UNTS/UNT/UNTD/UNTHSC
Submit or follow your campus process to submit a Technology Acquisition Questionnaire (TAQ) for IT compliance & approval.   Technology Risk Assessment Program: https://technology.untsystem.edu/divisions/mrs/it-compliance/technology-risk-assessment-program.php

The IT approval needs to be included with the requisition and/or contract submission.

- **Does the contract include a PURCHASE OF GOODS OR SERVICES?** [All purchases of goods and services (with specific exceptions) shall be made through the UNT System's division of Procurement and Payment Services/the Office of Contract Administration]
    - The Procurement Method (if applicable) is approved prior to the contract process.

Strategic Sourcing can identify opportunities to leverage UNT System's buying power by consolidating and driving spend to a smaller number of suppliers with whom we negotiate competitive contracts and promote to campus as preferred suppliers.
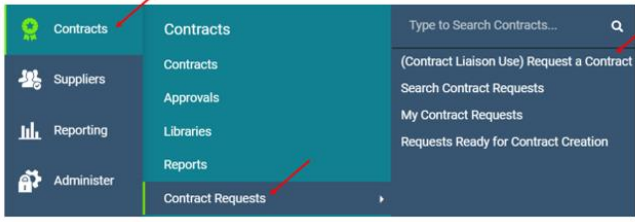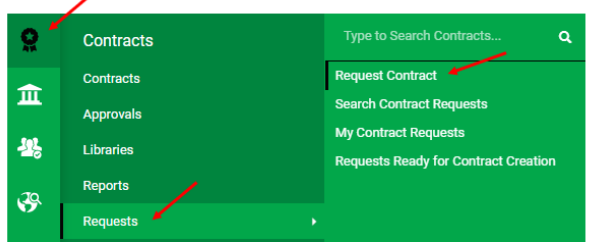
https://finance.untsystem.edu/procurement/strategic-sourcing.php

Learn more about when to start the Procurement process with Strategic Sourcing here.

- **Is the vendor set up to receive payment in UNTS Marketplace?** UNT System has partnered with PaymentWorks, a third-party vendor onboarding and maintenance tool. With PaymentWorks, departments can now act as "Initiators" and send PaymentWorks registration invitations directly to their vendors before every submitting a payment request. Invitations can be sent at any time before a requisition is ever submitted

APPROPRIATE SELECTIONS IN TCM TO SUBMIT CONTRACT REQUESTS

TCM = Total Contract Manager, contract management tool

UNTHSC	UNTS/UNT/UNTD
Note to Contract Liaison submitting Contract Request: Navigate to Contracts > Contract Requests > (Contract Liaison Use) Request a Contract.	*Note to Contract Liaison submitting Contract Request in UNTS Marketplace: Navigate to Contracts > Contract Requests > Request a Contract.*

OCA strives to honor deadlines requested but keep in mind that timelines for contract processing and execution are estimated and can take more or less days depending on the complexity of the contract, applicable contract approvals (including responses/approvals from external parties), the volume of contracts currently in process, the availability of the University staff to process and the availability of all signatories (both internal and external) to execute contracts.
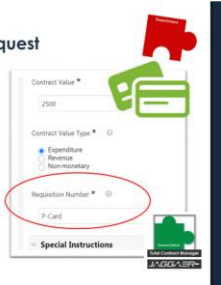
See our FAQ - How long will my contract review take?

PAYMENT BY PURCHASE ORDER

The Service Form in UNTS Marketplace is a type of Purchase Order.

UNTHSC	UNTS/UNT/UNTD
1. Submit a Requisition in UNTS MARKETPLACE (Attach the contract/agreement (all supporting documentation) to the requisition) 2. Submit a Contract Request in Total Contract Manager (TCM) at HSC. (Attach the contract/agreement (all supporting documentation) to the Contract Request in TCM)	• The current process is for the ePro Coordinator to attach the contract (and if applicable, IT approval) with the requisition submission. Once the procurement process is approved the Buyer submits the contract to the Office of Contract Administration (OCA) via the requisition workflow approval in UNTS Marketplace.
UNTS Marketplace webpage: https://finance.untsystem.edu/procurement/marketplace/index.php Training Guides: https://finance.untsystem.edu/procurement/marketplace/training/training-guides.php Bookmark this UNTS Marketplace link to sign in: https://solutions.sciquest.com/apps/Router/SAMLAuth/UNTS	

Check the status of the contract when the Requisition is in the "Sourcing & Contract" workflow step: Job Aid - How do I find out the status of my contract?

PAYMENT BY PCARD

UNTHSC	UNTS/UNT/UNTD
1. Submit a Contract Request in Total Contract Manager (TCM) at HSC. (Attach the contract/agreement (all supporting documentation) to the Contract Request in TCM) o On the Requisition # field, enter "PCARD" 	• You can now submit a *Clickwrap* agreement to the UNTS Office of Contract Administration via Total Contract Manager (TCM) in UNTS Marketplace. • Also use the Contract Request form in TCM to submit *PCARD* agreements (payment will be made by PCARD). • For assistance, training about using TCM to submit contracts for PCARD & CLICKWRAP agreements is available here as a PRINT VERSION QUICK REFERENCE GUIDE.

The UNTS Office of Contract Administration (OCA) supports the mission and values of the UNT System and its Component Institutions by facilitating business contract review, processing, routing and administration for UNT System Administration, UNT, UNT Health Science Center, and UNT-Dallas in a professional and timely manner, in accordance with State of Texas Laws and institutional policies. This includes, but is not limited to compliance review, analysis, and support for appropriate changes to contracts.

The Office of Contract Administration will also:

- Review and process business/service/purchasing/revenue contracts
- Assist with business contract negotiations (as needed)
- Facilitate routing of contracts to contract completion/execution
- Provide contract training
- Perform random and planned file/contract reviews of executed contracts/agreements for compliance and/or monitoring
- Maintain electronic records of business contracts through Database Management
- Post all contracts for the purchase of goods or services from a private vendor; unless they meet a criteria for exemption

Once received, OCA will review the purpose and impact of the contract to determine if additional approvals are required, including but not limited to:

☐ Board of Regents Approval (See RR **03.903 Board Approval)**	☐ IT Approval (software, SAAS, data security, etc.)	☐ Legal Approval, Office of General Counsel (all contract require legal review unless exempt)	☐ Compliance approval (conflict of interest, fair market value analysis)

☐ Facilities approval (leases/utility resources)	☐ Human Resources approval (contractor/employee relationship?)	☐ Marketing approval (use of University logo, seal, etc.)	☐ Telecommunications approval (phone service services provided internally or by UNT System)

OCA will facilitate the determined approvals and provide status updates via Total Contract Manager and email.

Contact Info:

UNTS Office of Procurement, Office of Contract Administration
UNTScontractadmin@untsystem.edu

UNTHSC	UNTS/UNT/UNTD
HSC External webpage: https://www.unthsc.edu/division-of-finance/contract-administration/ HSC Internal webpage: https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Total-Contract-Manager-(TCM).aspx	UNTS webpage: https://finance.untsystem.edu/contract-administration/index.php

 Resources:

UNTS Office of General Counsel
Contracts: https://www.untsystem.edu/offices/general-counsel/contracts/index.php

Regent Rule 3.9 https://www.untsystem.edu/board-regents/documents/rr/rr_03.900_contracts_agreements_041824.pdf

Procurement Policy and Requirements: https://finance.untsystem.edu/procurement/policy-and-requirements.php

HUB Webpage: Historically Underutilized Business (untsystem.edu)

Strategic Sourcing Webpage: Strategic Sourcing (untsystem.edu)