UNTNS CONTRACT CHECKLIST

The purpose of this Contract Checklist is to help you know where to start with reviewing/drafting a contract and then routing a contract for approvals and signatures.

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 Office of Contract Administration (OCA) or Office of General Counsel (OGC) for further assistance.

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

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

Also, see our Frequently Asked Questions:

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Department responsibilities

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

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<td>Contact HSC Info Technology (IT) via this email address: <strong><a href="mailto:itscontractsreview@unthsc.edu">itscontractsreview@unthsc.edu</a></strong> to assist with the Texas Risk and Authorization Management Program (TX-RAMP) certification process.</td>
<td>Submit or follow your campus process to submit a <strong>Technology Acquisition Questionnaire (TAQ)</strong> for IT compliance &amp; approval</td>
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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]

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<td>1. Submit a Requisition in <strong>ePro</strong> (Attach the contract/agreement (all supporting documentation) to the requisition electronically in ePro)</td>
<td>• 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 (Purchase Order generated) the Buyer submits the contract to the Office of Contract Administration (OCA) to process and execute.</td>
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<td>2. Submit a Contract Request in <strong>Total Contract Manager (TCM) at HSC</strong>. (Attach the contract/agreement (all supporting documentation) to the Contract Request in TCM)</td>
<td>• If the payment will instead be made by Pcard, then the contract will need to be submitted to the Pcard team: Email: <strong><a href="mailto:pcard@untsystem.edu">pcard@untsystem.edu</a></strong>. Thereafter, the Pcard team will submit it to OCA.</td>
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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**

[UNTHSCContractadmin@untsystem.edu](mailto:UNTHSCContractadmin@untsystem.edu)

**HSC External webpage:**

[https://www.unthsc.edu/fiscal-services/](https://www.unthsc.edu/fiscal-services/)

**HSC Internal webpage:**

[https://insite.unthsc.edu/fiscal-services/contract-administration/](https://insite.unthsc.edu/fiscal-services/contract-administration/)

**UNTS webpage:**

[https://finance.untsystem.edu/contract-administration/](https://finance.untsystem.edu/contract-administration/)