

U N I V E R S I T Y of H O U S T O N S Y S T E M

**Contract Administration
Training Request Form**

OVERVIEW

The University of Houston System Office of Contract Administration is available to conduct training for UH departments in order to provide guidance about our department's processes and the University's contracting requirements. We can develop the subject matter of the training to best benefit the particular department. In order to request training, please complete and submit the form below so that we can evaluate how to structure a training session appropriate for your department's needs.

UH/UHS DEPARTMENT INFORMATION

UH/UHS Department: _____
Contact Person(s): _____
Telephone Number: _____
Email Address: _____
Requested training dates: 1st choice _____; 2nd choice _____; 3rd choice _____
Proposed training location: _____

TRAINING TOPICS

1. Provide a brief summary of what you want to accomplish through this training: _____

2. Select the topic(s) that would be most useful for your department's training (please identify any high priority topics in the comment section below):

| | |
|---|---|
| Contract Administration processes, in general | "Best Value" requirements |
| Proper selection of standard contract forms | Public bidding requirements |
| UH's "Standard Contract Addendum" | Consulting/Professional Services agreements |
| Contract amendments | Requests for Proposal (RFPs) |
| Signature authority requirements | Leases |
| Master agreements | Construction/renovation agreements |
| Revenue agreements | Employee vs. Independent Contractor issues |
| other: _____ | other: _____ |
| other: _____ | other: _____ |
3. Provide any questions or comments related to this training request: _____

MISCELLANEOUS

Please submit the completed form to contractadmin@uh.edu and include "training request" in the email subject line (you can also do this by clicking on the "Submit by Email" button above after completing this form). After receiving your completed form, someone from Contract Administration will contact you in order to coordinate the training. Please contact our office with any questions or comments.

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