

Contract Administration Summary for Office of Administration Departments

I. PURPOSE

This document is intended to provide a high-level overview of the University's contracting policies, processes, and procedures as it pertains to Office of Administration departments ONLY.

II. RESPONSIBILITIES

- a. Originating department and designated contract manager.
 - i. Assume primary responsibility for a contract, from inception to completion of the transaction.
 - ii. Ensures that counterparties are living up to the terms of contracts and for providing necessary reporting relating to contract compliance.
 - iii. Develops and updates contract monitoring checklists and schedules as necessary. Contract monitoring requirements must be flexible as contracts are unique and specific, and as such there is no single set of monitoring requirements.
- b. Business Administrator for the originating department.
 - i. Reviews contractual documents for accuracy, appropriateness, availability of funds, and compliance with university policy.
 - ii. Ensures every contract goes through the required reviews and approvals.
 - iii. Obtains signature from the appropriate university official with delegated contractual signatory authority (ODCSA).
- c. Office of Contract Administration (OCA)
 - i. Provides protection to the University by reviewing and modifying contracts to ensure they are legally sufficient and compliant with University policies and state law.
 - ii. Provides other business-related legal advice in structuring University transactions.

III. CONTRACT THRESHOLDS

Threshold	Official with Delegated Contractual Signatory Authority
\$10,000 or less	Director (if delegation memo on file)
\$25,000 or less	Executive Director/Assistant Vice President (if delegation memo on file)
\$50,000 or less	Sr. Associate VC/VP, Administration
\$300,000 - \$500,000	Sr. Associate VC/VP, Administration & Finance
Greater than \$500,000	Chancellor/President
\$1,000,000 or more	Requires Board of Regents Approval

IV. CONTRACT PROCESS FOR OFFICE OF ADMINISTRATION DEPARTMENTS

- 1. The originating department contacts their Business Administrator at the beginning of the procurement planning process. This will ensure that the contract is procured appropriately and that the UH Purchasing department is involved (if applicable).
- 2. The procurement method is determined, executed, and awarded as approved by UH Purchasing department (if applicable).
- 3. The appropriate contract type is selected.
 - i. UH Standard contract.
 - ii. Nonstandard contract.
- 4. The originating department submits the following information and documents to their Business Administrator.

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- i. Contact information for Contractor. At a minimum, this should include:
 1. Contractor's legal name
 2. Contractor's contact person name
 3. Contractor's address, email, and phone number
- ii. Cost center from which payments will be made or into which revenues will be deposited.
- iii. A memo, which at a minimum, includes the following information:
 1. A detailed description of goods or services that the university is procuring or providing (if revenue-generating contract).
 2. A description of how the agreement benefits the University and why the selected contractor provides the best value.
 3. Contract start and end date.
 4. Estimated contract value.
 5. Procurement method used.

Note: The memo must be addressed to the ODCSA.

- iv. A contract value estimate table which shows revenue/expenses per contract year. *See Contract Value Estimates Template.*
- v. An editable version (if available) of the proposed contract.
- vi. Contractor's Certificate of Insurance (if applicable) listing the University as the certificate holder.
5. The Business Administrator will fill out all other internal forms and obtain required approvals.
Note: all nonstandard contracts and contracts greater than \$25,000 must be reviewed by the Director of Business Operations for the Office of Administration.
6. The Business Administrator will compile all documents into a "contract packet", assign a department contract number for tracking, and submit it to the OCA for review and approval if one of the below conditions is met:
 - i. A nonstandard contract is used regardless of value or
 - ii. The contractor requests modifications to the UH standard contract.
7. Contracts that do not require OCA review.
 - i. The originating department obtains the contractor's signature.
 - ii. The Business Administrator obtains the signature of the ODCSA.
 - iii. The contract is fully executed.
 - iv. The originating department sends a copy of the fully executed agreement to the contractor. The copy should not include internal documents.
8. Contracts that require OCA review.
 - i. OCA reviews and stamps executable draft.
 - ii. The Business Administrator sends the executable draft to the originating department.
 - iii. The originating department obtains the contractor's signature.
 - iv. The Business Administrator obtains the signature of the ODCSA.
 - v. The contract is fully executed.
 - vi. The originating department sends a copy of the fully executed agreement to the contractor. The copy should not include internal documents.
 - vii. The originating department sends a copy of the fully executed agreement to OCA.

Note: The ODCSA should be the last party to sign all contracts.