

## CONTRACT PROCESSING CHECKLIST

*Enter NA if Not Applicable*

Required Documents	Responsibility
<input type="checkbox"/> Memo	Contract Manager
<input type="checkbox"/> Board of Regents Approval for \$1M or Greater	Business Services
<input type="checkbox"/> OCA Contract Coversheet	Business Services
<input type="checkbox"/> Proposed Contract (standard or nonstandard) <i>OCA requires an editable version of the agreement if available.</i>	Contract Manager
<i>If informal solicitation:</i>	
<input type="checkbox"/> 3 Quotes, 2 must be from a HUB Vendor	Contract Manager
<i>If Formal Solicitation (RFP, RFQ, RFO, ITB):</i>	
<input type="checkbox"/> Notice of Award from Purchasing (if applicable)	Contract Manager
<input type="checkbox"/> Contractor's Response to Formal Solicitation	Contract Manager
<input type="checkbox"/> Formal Solicitation as Posted by Purchasing	Contract Manager
<input type="checkbox"/> Recommendation for Award	Business Services
<input type="checkbox"/> Certificate of Insurance (COI) or Waiver/Deviation of Insurance	Contract Manager
<input type="checkbox"/> Risk Management's Approval of COI or Waiver/Deviation of Insurance	Business Services
<input type="checkbox"/> Revenue Contracts Over \$50,000 Administrative Review and Approval Form	Business Services
<input type="checkbox"/> Summary for Purchases Exceeding \$100K	Business Services
<input type="checkbox"/> Certification of No Boycott or Attestation Form (contracts over \$100K)	Business Services
<input type="checkbox"/> Certification of Compliance – Texas Public Information Act Contracts for \$1M or Greater	Business Services
<input type="checkbox"/> Form W-9/Vendor Hold Status	Contract Manager
<input type="checkbox"/> UH Office of the Treasurer Review (if it involves credit card / merchant services)	Business Services
<input type="checkbox"/> Information Security Hosted Contract Checklist <i>Documents needed to facilitate UIT security assessment/review: Service terms and conditions, privacy document, and Data processing document</i>	Contract Manager
<input type="checkbox"/> Texas Risk and Authorization Management Program (TX-RAMP) Certification	Contract Manager
<input type="checkbox"/> Certificate of Interested Parties (Form 1295)	Business Services