

# Revenue Contracts Policy and Procedure Changes

College Division Administrators (CDA)  
Meeting Presentation  
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# Revenue Contract Policy Change

Effective August 02, 2021, Purchasing will review revenue contracts greater than \$50,000 to ensure the contract comports with formal competitive bidding requirements.

# Policy, Procedure, and Form Revisions

- SAM 03.A.05, Fiscal Affairs, Section 7
- UHS Purchasing Guidelines, Section 9.6, Revenue Agreements
- Contract Administration Guide Section IV. E. Revenue Generating Contracts
- Revenue Contracts Decision Tree
- Revenue Contract greater than \$50,000- Administrative Review and Approval Form

## Determination and Actions

- CDA or designee to review responsible revenue contracts greater than \$50K to determine if the contract has a procurement component.
- Revenue contracts in effect will not be cancelled due to breach and business continuity risk.
- Revenue contracts that should have been competitively bid will expire at term end and renewal options should not be exercised.
- Initiate new contract requests for ongoing business requirements.

## Conclusion

- Please contact Rob Adkins in Purchasing Department with any questions.
- Existing revenue contracts may be sent to Purchasing Department for review.
- Please engage Purchasing Department early in your requirements planning to determine if the agreement would be subject to competitive bidding requirements.