

**The University of Texas at Austin  
Office of the Vice President and Chief Financial Officer  
Main Building, Suite 102 (G4900), 471-4412**

Contract Number: \_\_\_\_\_

\_\_\_\_\_  
(Ofc. VP/CFO Use)

**Business Contract Review Form**

Date: \_\_\_\_\_

**I. Department Information**

Department Name (No Acronyms):	
Dept. Contact for General Questions (Name & Title):	Dept. Contract Administrator (Name & Title) (See Section VII.):
Phone #:	Phone #:
Email:	Email:
Campus Mail Code:	

A **PDF Scan** of the agreement will be signed and emailed to the Department Contact unless otherwise requested.  
Indicate # of original versions if needed (State and local government entities usually require originals.):

**II. Contract Information**

External Party's(ies') Legal Name and Physical Address:	<b>Contract Start Date:</b> <b>End Date:</b>  Is Contract with a foreign company, organization, government or individual? <input type="checkbox"/> Yes*, <input type="checkbox"/> No  *If yes, please follow Foreign Agreements Process at <a href="http://www.utexas.edu/business/vp/contracts_agreements/contract_special_handling.html">http://www.utexas.edu/business/vp/contracts_agreements/contract_special_handling.html</a> .
Is this individual an employee of a UT component or State Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will your Department Receive or Provide Services/Deliverables? <input type="checkbox"/> Receive <input type="checkbox"/> Provide (Skip Section IV.)	
<b>Maximum Contract Amount: \$</b> <b>Account Number or Account Group for Funds (*) #</b> (*) Payment from a 26 Account – Contact OSP for assistance if flow through provisions (e.g. FAR clauses) are required by the prime grant/contract	
Will Contractor provide services on University owned/controlled property?    Yes,    No If yes, provide the location and duration of the Contractor's presence.	
Will University provide Contractor use of any University facility/equipment?    Yes,    No If yes, provide description of facility/equipment to be provided to Contractor.	

**If this is an amendment to an original agreement, include the original agreement's Contract Number (CN:) here:**

**III. Services and/or Deliverables**

What 'need' or 'benefit to the University' justifies this contract? Summarize the reason for entering into this contract.
Provide a Synopsis of the Services and/or Deliverables to be provided by either Contractor or University.

Please check one of the following:

- Department prefers to receive contract back via: ☐ PDF
- Department prefers to receive contract back via: ☐ Pick Up and to be notified for Pick Up via: ☐ Email    ☐ Phone Call
- Department prefers to receive contract back via: ☐ Campus Mail

#### IV. Procurement Process

Check the procurement procedure completed: [http://www.utexas.edu/business/accounting/hbp/07\\_purch/index.html](http://www.utexas.edu/business/accounting/hbp/07_purch/index.html)  
Questions about the Procurement Process should be directed to your department's designated Buyer in Purchasing:  
<http://www.utexas.edu/admin/purchasing/buyerslist.html>.

- ☐ \$0 - \$5,000 Select Best Value;
- ☐ \$5,000.01 - \$25,000.00 Requires a minimum of three written quotes (fax/email). A good faith effort should be made to include at least one quote each from a minority-owned and woman-owned business. A sole source justification form may be used if appropriate. Attach a copy of the 3 quotes to your contract submittal.
- ☐ \$25,000.01(+) Formal bids/quotes solicited by Purchasing. Attach a copy of the solicitation document and the Vendor's proposal and the Award Letter;
- ☐ Sole Source/No Substitute Justification Letter approved by Purchasing Office and attached. Form available at: (<http://www.utexas.edu/admin/purchasing/forms.html>); or
- ☐ Exempt from Formal Bid Posting: (Explain) \_\_\_\_\_.

#### Additional Requirements -

- ☐ HUB Subcontracting Plan and/or Determination: Complete and attach approval form from HUB Office if Maximum Cost is  $\geq$  \$100K (<http://www.utexas.edu/administration/hub/hub.html>).
- ☐ Disclosure Statement for Purchasing Personnel: Complete and attach if Maximum Cost is  $\geq$  \$1 million (<http://www.sao.state.tx.us/Resources/Forms/NepotismDisclosureForm.pdf>).

#### V. Use of Contractor's Contract Template

Complete the following procedures if using Contractor's contract. Do not complete the following if the Contractor is a state agency or a local governmental entity. If you are using a University Standard Agreement, skip to Section VI.

Addendum To Agreement ([http://www.utexas.edu/business/vp/contracts\\_agreements/contract\\_addenda\\_amendments.html](http://www.utexas.edu/business/vp/contracts_agreements/contract_addenda_amendments.html))  
Complete and attach The University of Texas at Austin Addendum to Agreement. Add the following sentence to the signature page of the Agreement to which the Addendum is attached: "The parties agree to the provisions of the Addendum to Agreement which is attached and hereby incorporated by reference." The addition of this sentence must be initialed by both parties.

#### VI. Contract Administrator Certification

I have read the attached contract and agree with its terms and conditions. All University procurement rules and regulations have been followed. I understand that as the Contract Administrator I am responsible for: (1) verifying that the Contractor complies with all of the terms and conditions of the contract; and (2) collecting, reviewing, and maintaining any required certificates of insurance, worker's compensation insurance, and performance bond, if applicable. I understand that neither party is authorized to begin work until the contract is fully executed. If the attached contract is already signed by the Contractor prior to submission, I certify that the signature provided is from an authorized representative of the Contractor. Requests for amendment or addendum to this contract will be forwarded to the Office of the Vice President and Chief Financial Officer for processing in advance of the effective date.

Contract Administrator:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

#### VII. Departmental Approval

Obtain additional signatures/approval if required by your Department's contract approval/routing procedures.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

#### VIII. Submitting Contract for Review and Approval

Electronic – Submit this completed and signed form (PDF) and contract to: [vpcco.contracts@austin.utexas.edu](mailto:vpcco.contracts@austin.utexas.edu).

*or*

Paper - Submit this completed and signed form and two stapled copies of the contract to the Office of The Vice President and Chief Financial Officer, Main Building, Room 102, or Campus Mail G4900;