Memorandum

**TO:** Jim C. McShan, Interim Vice Chancellor/Vice President, Administration & Finance

**FROM:** *{Name}, {your title},* Facilities Services

**THRU:** Carlos Villarreal, Interim Executive Director, Facilities Services

Office of General Counsel, Office of Contract Administration

James D. Oliver, Associate Vice Chancellor/Associate Vice President, Facilities/Construction Management

**DATE:** 1/27/2016

**SUBJ:** *{Building, Project Name}*

**CONTRACT#:** *{your assigned W# goes here and any change e.g. W645020 and Service Order #01}*

**OCA #:** K-12-00689 *{This is the OCA tracking # of the underlying contract. Please type NA if this is not for a change to a previously executed contract}*

1. PROJECT WORK REQUEST HISTORY AND NEED JUSTIFICATION

1. CONTRACT TYPE, PRICE, CONTRACTOR

1. PROGRAM OF REQUIREMENTS

N/A

1. SCOPE OF WORK
2. HOW WAS THE WORK SOLICITED

1. WHY THIS CONTRACTOR IS THE BEST VALUE

1. HUB PERCENTAGE (%)

1. OTHER PROPOSALS/BIDS RECEIVED
2. FUNDING
3. VENDOR CONTACT INFORMATION:

CONTACT NAME:

CONTACT ADDRESS:

CONTACT PHONE #:

CONTACT FAX #:

CONTACT E-MAIL ADDRESS:

***Certifications*** (Required for OCA review)

***Initial*** ***Certification***

**PM**\_\_\_\_\_\_\_\_ I have primary responsibility for the contract, from inception to completion of the transaction.

**PM**\_\_\_\_\_\_\_\_ The contract and all documents that are incorporated by reference in the agreement, including exhibits and appendices are included for review by OCA.

**PM**\_\_\_\_\_\_\_\_ The name of the contracting party is stated as the University of Houston System or its component Institutions (e.g., University of Houston, University of Houston - Victoria), and is not a department, program, or person.

**PM**\_\_\_\_\_\_\_\_ If a UH standard agreement is being used, I certify that (check one):

🞎 no changes have been made, including additional attachments or addenda.

🞎 each change to the standard agreement has been reviewed and approved by OCA, as established in the attached email correspondence.

**Project Budget Certification:**

**PM**\_\_\_\_\_\_\_\_ Pursuant to the Board of Regent’s Policy No. 53.04, projects with a budget that is equal to or greater than $10,000,000 must obtain Board approval.  Any subsequent budget increases exceeding an aggregate amount of 10% of the approved project budget must obtain additional Board approval.  I certify that Board of Regents approval has been obtained, if required, and this submission is in compliance with Board of Regent’s Policy No. 53.04.  This submission:

🞎 is within the project budget approved by the Board, and such approval is attached to this submission.

🞎 has exceeded the project budget approved by the Board by more than 10% and thus requires additional Board approval, which such additional approval is attached.

🞎 has exceeded the project budget approved by the Board, but is below the threshold required for additional approval.

                           🞎 does not require Board approval.

**Contract Certification:**

**PM**\_\_\_\_\_\_\_\_ Pursuant to the Board of Regent’s Policy No. 55.01, any single procurement or revenue contract for construction, equipment, goods, and/or services expected to exceed $1,000,000 must obtain Board approval including any master agreements that are anticipated to have contracts over $1,000,000 issued under such agreement (i.e.: CMARs, JOCs, CSAs). Any subsequent agreements which cause the original contract to exceed $1,000,000, or any increases in value of previously approved contracts that exceed 25% of the value of the original contract, must obtain Board approval. I certify that Board of Regents approval has been obtained, if required, and this submission is in compliance with Board of Regent’s Policy No. 55.01. This submission:

🞎 exceeds $1,000,000 and thus requires Board approval, which such approval is attached to this submission.

🞎 increases the original contract such that it requires Board approval, and such approval is attached to this submission.

🞎 increases the original contract, but is below the threshold required for additional approval.

🞎 does not require Board approval.

**Exec. Director** All contract documents have been read and the business aspects have been agreed to in their entirety by the originating department and any employees who have obligations \_\_\_\_\_\_\_\_\_\_\_\_ under this contract, or a memorandum has been included describing the department’s concerns with the business aspects that they do not agree with.

**Exec. Director** The proper procurement method has been used providing the best value to UH.

\_\_\_\_\_\_\_\_\_\_\_\_

**Exec. Director** I have read this contract entirely. I am satisfied with its description of the goods, labor, materials and/or services to be provided to the University (including, for example, \_\_\_\_\_\_\_\_\_\_\_\_ warranties, delivery terms, acceptance period, and maintenance terms). I am also satisfied with the description of the University’s obligations (including, for example, scope of work, payment due dates, late charges, taxes, charges, insurance, and confidentiality requirements) and all other provisions of this contract. I acknowledge responsibility to ensure that all good faith efforts are employed in seeing that all terms, conditions and responsibilities of the contract are met.