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