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| **Required Documents** | | **Responsibility** |
|  |  |  |
|  | Memo | Contract Manager |
|  |  |  |
|  | Board of Regents Approval for $1M or Greater | Business Services |
|  |  |  |
|  | OCA Contract Coversheet | Business Services |
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|  | Proposed Contract (standard or nonstandard) | Contract Manager |
|  | *OCA requires an editable version of the agreement if available.* |  |
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|  | *If informal solicitation:* |  |
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|  | 3 Quotes, 2 must be from a HUB Vendor | Contract Manager |
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|  | *If Formal Solicitation (RFP, RFQ, RFO, ITB):* |  |
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|  | 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 |
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|  | Revenue Contracts Over $50,000 Administrative Review and Approval Form | Business Services |
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|  | 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 |
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|  | Form W-9/Vendor Hold Status | Contract Manager |
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|  | 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 |
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|  | Certificate of Interested Parties (Form 1295) | Business Services |