

College/Division Administrator Meeting  
Skype  
July 9, 2020 - 9 AM to 11 AM

Agenda

Valerie Coleman-Ferguson, Associate General Counsel

- Immigration Updates

Announcements

- The Office of Contracts Administration has updated the Contract Administration Guide for Contract Oversight and Closeout information. Some highlights are:
  - All contracts must have a designated contract manager that is responsible for the contract from inception to completion
  - Contracts must be monitored in the manner most appropriate for the nature, complexity, and value of the contract.
  - Contracts are unique and specific so there is no single set of monitoring requirements.
  - The Guide provides a list of some common monitoring elements. However, all contracts are unique, so the necessary monitoring will depend on the nature and terms of the specific agreement.
  - Contract managers should appropriately close out their contracts as is appropriate for the contract.
    - Ensure deliverables have been provided
    - Ensure there are no outstanding issues
    - Obtain extensions if necessary
    - Audits (if required) are conducted
    - Final invoice has been received and paid
  - <https://uhsystem.edu/legal-affairs/contract-administration/pdf-documents/contract-administration-guide-6.17.2020.pdf>
- The Office of Contracts Administration has also updated the Contract Management Handbook to add a slide for such Contract Oversight and Closeout information, and the updated Handbook can be found here:
  - <https://uhsystem.edu/legal-affairs/contract-administration/pdf-documents/uh-oca-contract-management-handbook-6.17.2020.pdf>

Karin Livingston, Controller

- Vendor management system update
- HUB Spot Bid Fair
- Continuing home delivery

Other items from the group