

THE LATEST UPDATES

Office of Contract Administration

A number of documents, forms and procedures have recently been updated or added to the Office of Contract Administration (OCA) website. See below for updates, procedure reminders, and details on the changes to our website.

Contract Management Software

OCA has contracted with Wellspring Worldwide to implement Sophia knowledge supply chain software for contract management. Implementing Sophia will provide a centralized database for contract management that is accessible to OCA staff and contract liaisons, which will help to improve communications and contract tracking/monitoring abilities. We ask for your assistance with this project over the new few months by submitting your contracts as early as possible to ensure enough time to resolve any issues and process your contracts by the date needed.

What Is a Contract?

At a basic level, a contract is an agreement between two or more parties that creates a binding obligation, financial or otherwise. Examples for UNTHSC include affiliation, intellectual property, nondisclosure, hotel, and professional service agreements; as well as grants, leases, memoranda of understanding, and purchase orders for goods or services. Regents Rule 03.900 requires all contracts for the UNT System or an Institution to be in writing and to be approved and signed by an individual with appropriate delegated signature authority. If an unauthorized individual signs the contract, the contract may not be legally binding on UNTHSC and the person signing the agreement may be held personally responsible for it. If you are not sure if a document you have is a contract, please contact OCA. We also encourage you to review Section 1. What is a Contract? in the OGC's Contracting Handbook. Link: <http://untsystem.edu/generalcounsel/contracts/contract-home.htm>

Updated Signature Delegations

New delegations of authority to approve and execute contracts and agreements for UNTHSC, which were effective 4/28/14, have been issued. These are posted on the OCA website Contract Signature Delegations page. Link: http://web.unthsc.edu/info/200206/contract_administration_office_of/2047/contract_signature_delegations

Contract Liaison Procedures

Contract Liaison procedures can now be found on the OCA website Contract Liaisons page. Designating Contract Liaison outlines the process to designate a contract liaison. Contract Liaison Procedures includes key processes for contract liaisons to follow in collaborating with OCA in contract managing at the department level and in assisting with contract processing, routing, and administration for each contract initiated by the department. Link: http://web.unthsc.edu/info/200206/contract_administration_office_of/2043/contract_liaisons

Revised Routing Slips

The Routing Slips have been revised to include additional information regarding requirements for Board of Regents (BOR) approvals. Regents Rule 03.903 requires each contract, unless one of the exceptions listed, with a total cost or monetary value of \$1,000,000 or more to be submitted for BOR approval. Subsequent amendments, extensions, renewals or cumulative amendments that increase the total cost or monetary value to \$1,000,000 or more must also be submitted for approval. Please use the new Routing Slips to route your contracts effective immediately. Link: <http://intranet.hsc.unt.edu/Sites/OfficeofContractAdministration/index.cfm?pageName=Forms%20and%20Reports>

Reminders

- We are approaching a busy time of the year as we prepare for the end of the fiscal year. Please review your contract files and take action on those that will be expiring by fiscal year-end and/or need to be renewed or those that need to be initiated in the next few months.
- If you have received any fully executed agreements from an external party that have not been submitted to OCA, please forward a copy to us as soon as possible.

Please contact one of us if you have any questions or if we can assist you. Thank you in advance for your cooperation and assistance.

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To assist the Contract Liaisons and department representatives with the University of North Texas Health Science Center (UNTHSC) business contract process and contract management at the department level, the Office of Contract Administration (OCA) will be sending periodic updates and other communications to share information about available resources; revisions in reference documents, policies, and procedures; and reminders about procedures and tasks that need to be completed.

Contracting Handbook

One of the key resources for liaisons and department representatives is the Contracting Handbook, which is published by the UNT System Office of General Counsel (OGC). It includes a definition of a contract, advice on business decisions related to contracts, talking points related to discussions with vendors and a contract checklist. It is posted on the OGC website "Contracts" page. Link:

[http://untsystem.edu/generalcounsel/pdf/Contracting%20Handbook%20Update%202012%20\(00034305\).pdf](http://untsystem.edu/generalcounsel/pdf/Contracting%20Handbook%20Update%202012%20(00034305).pdf)

Updated Criteria for legal review exemptions

Regents Rule 03.906 exempts certain contracts from individualized legal review, and is in two parts: (1) an exemption from individualized legal review for pre-approved standard form agreements; and (2) an exemption from legal review for contracts and agreements that meet criteria published annually by the Office of General Counsel. All contracts must be approved as to form by the OGC before execution, unless exempt under this Regents Rule. The criteria that were updated and made effective January 15, 2014 are also posted on the OGC website "Contracts" page. Link:

[http://untsystem.edu/generalcounsel/pdf/Criteria%20for%20Exemption%20from%20Legal%20Review%202014%20\(00086502\).PDF](http://untsystem.edu/generalcounsel/pdf/Criteria%20for%20Exemption%20from%20Legal%20Review%202014%20(00086502).PDF)

Board of Regent Approval requirement on contracts

Because of statutes on governing board ethics and standards of conduct, all contracts with Tarrant County must be approved by the UNT System Board of Regents (BOR) while the current regents are serving on the board. Regents Rule 03.903 details the other contracts that must have BOR approval. OCA will notify you of the BOR approval requirement if the BOR approval is not included when the contract is submitted. OCA will also be emailing you a notice for contracts expiring within the next 90 days that require BOR approval for renewal. If you receive one of these notices, please work with your appropriate supervisor regarding the process for BOR approval.

Reminders

- OCA will be emailing an Expiring Contracts Notice to the Contract Liaisons, department representatives, and department heads on a monthly basis. The email will serve as notice of contracts that will expire within the next 120 days according to the end date tracked in the UNTHSC contract database. A link to the Expiring UNTHSC Contracts PDF reports that are posted on the OCA website will be included. Please review the report and your contract files to ensure that contracts are renewed or terminated according to the contract terms.
- Do not sign contracts received from vendors including any that are available online or submitted via an electronic signature service.

Please contact one of us if you have any questions or if we can assist you. Thank you in advance for your cooperation and assistance.

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