

Contract Administration



Contract Management Phases and The Procurement Cycle

In addition to proper planning and qualified vendors, it's essential to have a carefully prepared contract.



<https://comptroller.texas.gov/economy/fiscal-notes/2018/june-july/contracting.php>

Contract Lifecycle Management

Contract Lifecycle Management (CLM) is the process of tracking and managing every aspect of a contract for its performance, compliance, and other success factors through every stage of the document's lifecycle — from execution to renewal or expiration.



HOP 4.2.7 Review and Process of Contracts

Authority

[UT System Board of Regents - Rules and Regulations](#)

[UT System Office of General Counsel - Contract Processing Procedures](#)

[University of Texas System Policy UTS145 - Processing of Contracts](#)

HOP 4.2.7 Review and Process of Contracts

RESPONSIBILITIES OF USER DEPARTMENT

1. Read, review and be familiar with all departmental contracts
2. Monitor and enforce all contractual obligations of the contracting parties, including deadlines
3. Follow UT Tyler contract procedures applicable to the specific campus
4. Retain contracts in accordance with UT Tyler record retention policy (See [HOP 4.10.1 Record Retention Policy](#))



HOP 4.2.7 Review and Process of Contracts

- All Contracts must be signed by a UT Tyler officer with delegated signature authority to execute and deliver Contracts on behalf of UT Tyler.
- All Contracts related to the purchase of goods and services must be awarded in accordance with UT Tyler Purchasing Procedures.

Departmental Contract Administrator (DCA)

The DCA is a role that is assigned to an individual in a UT System Administration department who has responsibility for managing a specific contract or portfolio of contracts. The Departmental Contract Administrator should be identified at the initiation of the solicitation process. Based upon the size and complexity of the contract, the Departmental Contract Administrator may be assisted by other individuals who participate on the Contract Administration Team.



Department staff do *not* have authority to:

- Instruct contractor to start work before the contract is fully executed (signed by all parties).
- Change the terms or scope of the contract without a formal amendment.
- Direct contractor to perform work that is not specifically described in the SOW and funded by the contract.
- Extend the term of the contract without a formal written amendment.
- Allow contractor to incur costs in excess of the cap or limit set by the contract.



UTTyler
THE UNIVERSITY OF TEXAS AT TYLER

Complex and expensive contracts are essential to the University's operations, but they also represent significant risks that require careful management to achieve the best value possible and ensure compliancy.





Current Process

****Contract Approval Routing Form (CARF)** - Department routes this form and all supporting documentation to include but not limited to the contract, price quote(s), proposal(s) and approved Exclusive Acquisition Justification Form (if applicable),
<https://app.docusign.com/prepare/a5919588-c1e2-4b14-9cd0-062ebdcfdf97/>

Continue to follow current processes:

1. Procurement - <https://www.uttyler.edu/procurement-services/>
2. Legal - <https://www.uttyler.edu/president/files/contract-processing-procedures.pdf>
3. Technology - <https://www.uttyler.edu/technology-support/purchases/>
4. Risk Management - <https://www.uttyler.edu/safety/risk-management/>
5. Accounting & Human Resources – <https://www.uttyler.edu/procurement-services/vendor-information/> & <https://app.docusign.com/templates/details/9462f4b6-e8a4-4d23-b5f9-cc3e9aa826bb>
6. Marketing - <https://www.uttyler.edu/brand/>

Manage contracts efficiently and compliantly



COMING SOON!!!

symplr Contract provides the tools, insights, and governance needed for efficient contract lifecycle management. We will securely store all contracts in a central database, create automated workflows by contract type with configurable approvals, and maintain compliance with ever-changing federal and state requirements.



UTTyler
THE UNIVERSITY OF TEXAS AT TYLER

Q&A



Thanks for holding
everything together!

contractadmin@uttyler.edu