

**CONTRACT ROUTING & RISK ANALYSIS SHEET**

CONTRACT # _____

The Contract Administrator overseeing the contract performance must complete and sign Sections I, II, and III.

If there is a **payment** obligation, the Contract Routing Sheet ("CRS") MUST be submitted in TechBuy as an attachment to the requisition. If there is **no payment** obligation or a revenue-generating contract, the CRS and a Microsoft Word version of the contract must be sent to the [Contract Management Team](#).

Guidelines on how to complete a Contract Routing Sheet can be accessed [here](#).

Contract Administrator ("CA"):

As defined by [OP 72.04](#), the CA will be responsible for the oversight and execution of all contract specifications and requirements. The CA will ensure that the contract is satisfactorily performed and that the responsibilities of both parties are appropriately discharged. The CA is responsible for coordinating all contract issues (e.g., renewals, amendments, and termination) and vendor performance problems with Procurement Services. Major disputes must be communicated to the Contract Management Team.

Contract: a legally binding written agreement executed between TTU/TTUS and a third party in which the parties agree to perform in accordance with the obligations therein. Contracts include, but are not limited to, letter agreements, cooperative agreements, memorandums of understanding ("MOU"), interagency Contracts, interlocal Contracts, easements, licenses, leases, and purchase orders. [Regents' Rules Chapter 07](#). TTU/TTUS may require formal review and signature on other related legal documents (e.g., non-disclosure agreements).

Section I: Contractor (Vendor) Information (Contract Administrator must complete)

Contractor's Name: _____ Contractor's Phone _____

Contractor's Point of Contact: _____ Contractor's Email _____

Description of Goods/Services: _____

Is there a payment required from TTU/TTUS? Yes No

Select your Payment Method: _____

If Requisition/PO is selected, please provide the Requisition/PO Number: _____

Provide the FOP(s) that will be used for payment. _____

Does the contractor need to send a Payment to TTU/TTUS? Yes No

If yes, please provide the TTU/TTUS FOAP(s) that will receive the payment. _____

Is the Contractor related to an employee of TTU/TTUS to the best of your knowledge or do you have any other conflict with this Contractor that may be deemed a conflict of interest by applicable TTU/TTUS policy? Yes No

Is this a lease? Yes No

Is the second party a foreign vendor? Yes No

Does this contract involve student travel Yes No

Does this contract involve a high-risk activity for students (zip lining, rafting, parachuting, etc.)? Yes No

Are you concerned about any other risks? If so, please provide the details below: _____



Section II: Technology Questionnaire (Departments must complete this section for any software/hardware acquisition, including equipment with any hardware/software component.)

Personally Identifiable Information (“PII”): is defined as information that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or by which TTU intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (This can include a combination of gender, race, birth date, geographic indicator, and other descriptors).

Additionally, information permitting the physical or online contact of a specific individual is the same as PII. This information might be maintained on paper, electronic, or other media.

Protected Health Information (“PHI”): PHI is any identifiable health information, including demographic, medical histories, test results, insurance information, and other information used to identify a patient or provide healthcare services or healthcare coverage. ‘Protected’ means the information is protected under the [HIPAA Privacy Rule](#).

Cloud Computing Services (“CSS”): CSS refers to the services delivered to companies and customers over the internet. CSS can be brought down to three primary services, which are all connected to a virtual network. A network or server that could be located outside the United States. Some examples of CSS are **SaaS** (Software as a Service), **PaaS** (Platform as a Service), and **IaaS** (Infrastructure as a Service).

1. Faculty or Staff member requesting the equipment, software, hardware, or relevant equipment?

Name: _____ E-mail: _____

2. Briefly describe the purpose for the equipment, software, database, or other IT goods or services and the primary users (i.e., students, faculty, and staff).

3. Does the software or system integrate into any other TTU/TTUS software or system (including Banner, Salesforce, Microsoft applications, or any integrated single-sign (SSO) feature)? Yes No

4. Will any equipment or software include CSS (Salesforce, Google Cloud, etc.)? Yes No
Keywords include (but not limited to): Cloud Computing; Software-as-a-Service (SaaS); Platform-as-a-Service (PaaS); Infrastructure-as-a-Service (IaaS); On-demand Self Service; Broad Network Access; Resource Pooling; Rapid Elasticity; Measured Service; File Sharing + Data Storage.

5. Is this a website? If so, please provide the URL of the website below.

Yes No URL: _____

6. What type of data will be created, uploaded, processed, or stored using the equipment or software? (Check all that apply)

This software or equipment **does not** create, receive, process, or store data.

PII (including, but not limited to, email address, name, date of birth, or social security number)

PHI (including, but not limited to, physical records or spoken information)

Financial information (including, but not limited to, credit card numbers, bank routing numbers, etc.)

Student information (including, but not limited to, student records, student ID numbers, grades, email addresses, etc.)

Other (research data, survey answers, etc.):

If you answered yes or selected “other” to any of the questions above, please provide additional details to clarify.



Section III: Contractor Administrator Approval (*Contract Administrator must sign*)

Department: _____ Work Group: _____

Contract Administrator Signature _____ Date: _____

As the Contract Administrator, I confirm that I have read the attached contract, agree to abide by all terms and conditions of the contract, and agree to perform my duties as the Contract Administrator in accordance with [OP 72.04](#). In addition, for the duration of the contract, I certify that funding is available or will become available for any expenditure resulting from this contract. As the departmental point of contact responsible for the contracted goods and services, I agree to comply with TTU [Operating Policy 10.11 Ethics Policy](#), [Operating Policy 72.04](#), and all TTU Operating Policies, the TTU System Regents' Rules, and TTU System regulations. I understand that goods cannot be received, and services may not commence until a fully executed contract, a fully executed purchase order, and all required contract approvals are obtained.

Additional Dept. Contact Name: _____ Contact Email: _____

Additional Dept. Contact Name: _____ Contact Email: _____

Additional Dept. Contact Name: _____ Contact Email: _____

Additional Dept. Contact Name: _____ Contact Email: _____

Additional Dept. Contact Name: _____ Contact Email: _____

**Section IV: Contract Review and Signatories (Procurement Services will complete this section)****(1) Assistant Vice President and Chief Procurement Officer** _____

Review all contracts except those delegated per the Contract Management Handbook; delegated signatory on all TTU/TTUS business contracts less than \$100,000.

(2) Senior Vice President of Administration and Finance & CFO _____

Review required on TTU contracts with an annual value in excess of \$1,000,000; delegated signatory for all TTU contracts with an annual value of \$100,000.01 to \$1,000,000.

(3) Vice Chancellor & CFO _____

Review required on all TTUS contracts; delegated signatory for all TTUS contracts.

Reviewed by:

Assistant Managing Director/Project Manager

Tax Services

Risk Management

CIO

EH&S

Communications & Marketing

Office of General Counsel

Operations

Other Review: _____

Section V: Contract Risk Analysis (Procurement Services will complete this section)

Is this an annual multi-year contract or a one-time cost? Multi Year One Time

Total Contract Amount \$ _____ Annual Contract Amount \$ _____

Procurement Justification _____ Cooperative Contract _____

Board of Regents' Action? Full Approval Information/Consent Item N/A Meeting Date _____

Is this a consulting contract? Yes No

Nepotism Disclosure Form on File (Contract Value exceeds \$1,000,000)? Yes N/A

Texas Ethics Commission Form 1295 on file (Contract Value exceeds \$1,000,000 or BOR approval required)? Yes N/A

Verified Vendor Status

Notes: