



TEXAS TECH UNIVERSITY™

Office of Procurement Services

**Quick Links**[Contract Management Office >](#)[Contract Routing Sheet >](#)[TTU OP 72.02 >](#)**Contract Management Office Procedures and Information****Contract Management Office:**

The Texas Tech University (“TTU”) Contract Management Office’s mission is to ensure legally sufficient and valuable contractual relationships for all departments in support of TTU’s strategic initiatives. The Contract Management Office is required to review, negotiate, and execute all TTU contracts to ensure compliance with Texas law, Texas Tech University System (“TTUS”) *Regents’ Rules*, and TTU Operating Policies and Procedures. Additional information regarding Contract Procedures are outlined in TTU [OP 72.02](#).

**Contracts and signature authority:**

Contracts (including new contracts, amendments, extensions, renewals, etc.) must be routed through the Contract Management Office for required legal and fiscal review and appropriate signature. Contract signature authority is granted by the TTUS Board of Regents (“BOR”) to the President and Chancellor and is further delegated by the President and Chancellor to the chief financial officer of the appropriate component institution or TTUS and the TTU Chief Procurement Officer. Departments do not have authority to sign any binding contracts. By BOR definition, contracts include letter agreements, cooperative agreements, memorandums of understanding, interagency contracts, grants, loans, easements, licenses, leases, permits, and restrictions on acceptances or gifts and bequests. Other contracts such as non-disclosure agreements (NDAs) should also be processed through the Contract Management Office. All contracts except for sponsored project proposals and related contracts, technology commercialization contracts, user agency contracts as described by the Department of Defense, contracts with an investment manager funded with assets owned or controlled by TTUS, construction and professional services contracts processed by the TTUS Office of Facilities Planning and Construction, and any other authorized contracts that may be granted an exception or further delegation must be processed through the Contract Management Office. Any TTU faculty or staff members who sign a contract without proper authorization may be held personally liable. A list of individuals authorized to sign contracts can be found [here](#).

**Contract Submission:**

All contracts must be submitted to the Contract Management Office with a completed and signed Contract Routing Sheet. The requesting department must complete the required sections of the document (titled “Contractor Information,” “Specialized Contracts,” and “Contract Administrator Approval”). The [Contract Routing Sheet](#) can be found on the Procurement Services webpage. By signing the Contract Routing Sheet, the Contractor Administrator is confirming that they will comply with the requirements of the contract, provide oversight of the vendor and both parties obligations, that there are no conflicts of interest related to this contract, and that there is or will be sufficient funding throughout the term of the contract (if required) or in the case of revenue contracts, that they will ensure TTU/TTUS receives all revenue required by the contract.

For contracts requiring an expenditure or payment from TTU/TTUS, the department must submit a requisition in TechBuy to encumber either full payment (if required) or the first years’ payments (for multi-year agreements beyond the current fiscal year) and electronically attach the draft contract in Word format and a signed Contract Routing Sheet demonstrating it has adequate funding and departmental approval.

For non-expenditure contracts, the department shall submit the contract draft in Word format and the signed Contract Routing Sheet directly to the Contract Management Office at [contracting@ttu.edu](mailto:contracting@ttu.edu).

For revenue contracts, the department shall submit the contract draft in Word format, the signed Contract Routing Sheet, estimated annual revenue, and the entire receiving FOAP directly to the Contract Management Office at [contracting@ttu.edu](mailto:contracting@ttu.edu).



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### Contract Timeline:

The contract process duration is dependent on a variety of factors including but not limited to the following: Information Technology Division review, Office of General Counsel review, Strategic Acquisition (purchasing) department review, Contract Management department review, and the vendor's timely review, response, and acceptance of our negotiated modifications. Contracts processed at the end or beginning of the fiscal year or the end of the calendar year, require additional processing time.

Below is an estimated completion time for various types of contracts. This is not an all-inclusive list and is dependent upon various factors. The completion times may be longer based upon lack of required information, the complexity of the business and contract terms and conditions, and the challenges of negotiating mutually acceptable business and legal terms. The estimates below are to review, revise, and negotiate a contract document. The completion time does not include the procurement process and special departmental processes and design/scope of work development (i.e. Operations, IT, EH&S, Risk Management).

- ❖ -One-time events (guest speakers/performers, hotels, space rentals, game contracts, etc.): 1-2 weeks
- ❖ -Construction/professional (engineering/architectural) services contracts managed by TTU Operations: 2-3 weeks
- ❖ -General business agreement: 2-5 weeks
- ❖ Study abroad/foreign vendor: 7-9 weeks
- ❖ -Air charters: 7-9 weeks
- ❖ -Other state/local agencies that require approval by their board prior to execution: 7-9 weeks
- ❖ -Information technology hardware/software less than \$100,000: 4-7 weeks
- ❖ -Information technology hardware/software greater than \$100,000: 7-12 weeks
- ❖ -Any contract exceeding \$1,000,000 or requiring BOR approval (exceeding four years, vending machines, or consulting): 10-12 weeks

Departments must keep the Contract Management Office apprised of any upcoming deadlines or emergencies. The Contract Management Office cannot guarantee completion of any contract by the requested deadline, but will make all efforts to assist.

### Board of Regents Approval:

In addition, if the contract exceeds \$1,000,000, is for consulting services, the initial placement of vending machines, or exceeds four years (including renewals), the contract will require notification or approval by the BOR. Approval items must be submitted by the Contract Management Office to the BOR at least 8 weeks prior to the next scheduled BOR meeting. Contracts requiring approval cannot be processed prior to the BOR meeting.

### Contract Templates:

A current list of contract templates is included on the next page. If you are using a contract template that has not been updated by the Contract Management Office with a revision date of December 1, 2019 or later, please send your template in Word format to [contracting@ttu.edu](mailto:contracting@ttu.edu) for required revisions and tracking. If you need a template drafted, please submit your request to [contracting@ttu.edu](mailto:contracting@ttu.edu).

### Questions:

Questions about contracts or the contracting process can be directed to the Contract Management Office team by email at [contracting@ttu.edu](mailto:contracting@ttu.edu) or by phone at 806.742.3844.



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Office of Procurement Services

Athletic Contest Contract (TTU Athletics)

Barnes and Noble Homecoming Shirt Sales Contract (TTU Student Union and Activities)

Burkhart Center Workshop Contract (TTU Burkhart Center)

Bus Charter Contract Template with Insurance Requirements (TTU Campus)

Bus Service Funding Contract (TTU Transportation and Parking Services)

Construction Services Contract (TTU Operations)

Education Affiliation Contract (TTU Campus)

Football Game Agreement (TTU Athletics)

Hub City Fest Exhibition Agreement (TTU Transition and Engagement)

Incoming Loan Terms and Conditions (TTU Museum)

Inter-institutional Services Level Agreement (TTU Campus)

K-12 Course Development Contract (TTU K-12)

MOU for Clinics- Applied Behavior Analysis Teacher Training Institute Program (TTU Burkhart Center)

MOU for Districts- Applied Behavior Analysis Teacher Training Institute Program (TTU Burkhart Center)

OBILLSK Contract (TTU Libraries)

OBILLSK Renewal Order Form Document (TTU Libraries)

Occam Reader Contract (TTU Libraries)

Occam's Reader Renewal Order Form Document (TTU Libraries)

Outgoing Loan Terms and Conditions (TTU Museum)

Professional Development Services (TTU CISER)

Professional Services (Architectural and Engineering) Contract (TTU Operations)

Publishing one (1) Author without advance payment Contract (TTU PRESS)

Raider Publishing Contract (TTU Libraries)

Speaker Addendum (TTU Student Union and Activities)

Speaker/Performer Addendum (TTU Campus)

Sponsorship Trade Agreement (TTU Athletics)

Student Access and Success Articulation Agreement (TTU eLearning)

Study Abroad Addendum (TTU Campus)

Study Abroad Contract (TTU College of Engineering)

Texas Tech Acquired Materials Release Contract (TTU Communications and Marketing)

Texas Tech Location Release Contract (TTU Communications and Marketing)

TTU Donor Flights Agreement (TTU Athletics)

U.S. Prep Post Transformation Membership (TTU US National Center)

U.S. Prep Teacher Preparation Consulting Services (TTU US National Center)

University Camp Contract (TTU Athletics)

University Facilities Use Contract (TTU Athletics)

University Facilities Use Contract (TTU Rec Center)