



Contract Risk Assessment Tool

Contract Number: _____

* Form is not required for contracts less than \$25,000

Entity Level Risk Assessment	Low Risk	Medium Risk	High Risk	Weight	Score	Weighted Score	COMMENTS
Contract Dollar Threshold	\$25,000- \$100,000 (1)	\$100,000-\$1,000,000 (2)	Greater than \$1,000,000 (5)				
Goods/Commodities (no services)	Goods (1)	N/A	N/A				
Services	No (0)	Less than \$100,000 (2)	Greater than \$100,000 (3)				
Construction	Job Order (2)	Template Contract (3)	Non-template (5)				
Foreign or Domestic (attorney review required foreign)	Domestic (0)	N/A	Foreign (5)				
Consulting Contracts (BOR approval and/or notification required)	No (0)	N/A	Yes (3)				
Technology Contract (Software, Hardware) (Note: CIO must review tech contracts greater than \$10,000)	No (0)	Hardware Only (1)	Yes (3)				
Lease of Facility or Land (not booth rental)	No (0)	N/A	Yes (2)				
Air Charter/Bus Charter	No (0)	N/A	Yes (3)				
Contract for Legal Services	No (0)	N/A	Yes (3)				
Revenue Contract	No (0)	N/A	Yes (3)				
Other Subjective Risk Factor (note in comments ex. use of crane, hazardous substance, liquor, student safety)	N/A	N/A	Yes (5)				
TOTAL RISK SCORE							

Risk Level	Total Risk Score	Actions (Minimum Actions Required - See Note Below)
Low	Less than 10	Contracting Team reviews the contract, Chief Procurement Officer ("CPO") reviews all and signs those less than \$100,000. If Contract Addendum is not utilized, Contract Specialist must review.
Medium	10-25	Contract Specialist reviews, CPO reviews all and signs those less than \$100,000. General Counsel reviews if contract exceeds \$100,000.
High	Greater than 25	Contract Specialist reviews, General Counsel reviews, CPO reviews and signs contracts less than \$100,000. CFO signs contracts valued between \$100,000 and \$1,000,000. President/Chancellor signs greater than \$1,000,000. **A level three that exceeds \$1,000,000 will require enhanced contract monitoring in accordance with Texas Govt. Code § 2261.256.

Note:

Regardless of the risk analysis, contracts in excess of \$100,000 will require GC approval unless the contract is drafted on a pre-approved template. The signature authority delegated by the Board and further delegated by the President and Chancellor shall be required on all contracts.

Contract Manager: _____

Date: _____

Chief Procurement Officer: _____

Date: _____

Exceptions- the form is not required for:

1. Athletic game contracts
2. Hotel reservation contracts

The form is always required:

1. Any foreign contract
2. IT contracts greater than \$10,000
3. Any contract greater than \$25,000