



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 on the Procurement Services website.

Contract Administrator ("CA", the requesting department):

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/Department must complete)

Contractor's Name: _____ Contractor's Phone _____

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

Complete Description of Goods/Services:

[Empty box for Complete 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.

[Empty box for Provide the FOP(s) that will be used for payment]

Does the Contractor/Vendor 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/Vendor related to an employee of TTU/TTUS to the best of your knowledge or does the CA have any other conflict with this Contractor that may be deemed a conflict of interest by applicable TTU/TTUS policy? If yes, please provide a brief description of the conflict.

Yes No

[Empty box for conflict of interest description]

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:

[Empty box for other risks details]



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

Electronic and Information Resources ("EIR"): includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, duplication, storage, or delivery of data or information.*

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](#).

Family Educational Rights and Privacy Act (FERPA): FERPA includes student-related information (e.g., name, address, grades, transcripts, disciplinary records, financial aid information, etc.) as outlined in the FERPA Rules.

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).

Artificial Intelligence System ("AI"): Artificial Intelligence System means the use of machine learning and related technologies that use data to train statistical models for the purpose of enabling computer systems to perform tasks normally associated with human intelligence or perception, such as computer vision, speech or natural language processing, and content generation.

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

Name: _____ E-mail: _____

2. Identify the type and the estimated number of users of the EIR/software/hardware/equipment (i.e., students, faculty, and staff).

Faculty: _____

Staff: _____

Researchers: _____

Guests: _____

Students: _____

Other: _____

3. Will this EIR be used for research? Yes No

4. Will this EIR be used in a classroom? Yes No

5. Will this equipment be used on patients and/or in a medical practice? Yes No

6. Provide a detailed description of the purpose for the EIR equipment, software, database, or other IT services and how it will be used by each type of user.

7. Does the software or system integrate into any other TTU/TTUS public-facing service, platform, software or system (including Ellucian, Salesforce, Microsoft, or any integrated single-sign (SSO) feature)? If yes, please provide a brief description below.

Yes No

8. Will any equipment or software include CSS (Salesforce, Google Cloud, etc.)?

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.

Yes No

9. Does the EIR have an artificial intelligence ("AI") component? If yes, please provide a detailer description for how the solution will be used. Yes No

[Empty text box for question 9]

If yes, on question #9, please select all that apply. Does the AI:

Record and/or transcribe meetings?

Store or use TTU data to train or improve the AI model?

Affect or influence decisions that could impact people (students, employees, patients, applicants, research subjects, etc)?

10. Is this a website? If yes, please provide the URL of the website. Yes No URL:

11. Is the EIR manufactured in a foreign country or is it being purchased from a foreign vendor? Yes No

If yes, please provide the country: _____

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

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

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.)

Other (research data, survey answers, etc.). Please provide additional information below.

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

13. If you answered yes or selected "other" to any of the questions above, please provide additional and thorough details to clarify.

[Empty text box for question 13]

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

Department: _____ Work Group: _____

Contract Administrator Name: _____ Email: _____

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	ADA Accessibility
Academic Partnerships (review required if academic-related)		VPAT Required
		VPAT Not Required
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 (only enter total amount if 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: