



TEXAS TECH UNIVERSITY

Procurement Services**PRE-AWARD CONTRACT ADMINISTRATION CHECKLIST**

Contractor Name:	
Contract Number/Purchase Order Number:	
Total Contract Amount (original term and renewals):	
Annual Contract Amount:	
Total Revenue Value:	
Annual Revenue Value:	
Contract Term:	
Renewal Description:	
Contract Administrator (s):	
Contract Manager (Procurement):	

The **Pre-Award Contract Administration Checklist** shall be used by the Contract Manager to verify compliance with contract requirements.

This checklist is required on the following contracts:

- Purchase Orders/Contracts in excess of \$1,000,000 per annum;
- Contracts in excess of \$50,000 that require competitive solicitation; and
- Contracts that require Board of Regents approval.

	Yes	N/A	Date	Notes
Solicitation Phase				
1. Solicitation Request form				
2. Solicitation method	If Other, specify:			
3. Post in ESBD/TechBid				
4. Response evaluation				
a. Number of responses received: _____				
b. Financial review/vetting analysis				
c. <i>Non-Disclosure</i> form received from all CRT members				
d. <i>Conflict of Interest</i> form received from all CRT members				
e. <i>Nepotism Disclosure Statement</i> for all CRT members, solicitation team, and GC				
f. Evaluation forms received from all Contract Review Team members				
g. Response clarifications documented				
h. BAFO documentation				
5. HUB Subcontract Requirements (above \$100,000)				
a. HUB Subcontract Determination form				
b. HUB Solicitation Review form				
c. HUB Subcontracting Plan Review form				
6. BOR Compliance BOR Item #: _____				
a. Above \$1,000,000 per annum				
b. Above \$1,000,000 over the life of the Contract				
c. Consultant Contract				
d. Commitment of resources for more than 4 years without out-clause				
e. Initial placement of vending machines				
7. Setup Subcontracting Reporting				
8. Save documentation to BAFF>Purchasing Solicitations> FY >“ ”				
Award Approval: Purchasing Manager		Chief Procurement Officer		
Legal Review Phase				
9. Issue contract number				

10. Prepare CM file in TechBuy/BAFF				
11. Contracting legal reviewer: _____				
12. Specialized contracts (if applicable)				
a. Outside counsel contracts– Attorney General approval				
b. Audit contracts – State Auditor’s Office approval				
c. IT contracts– VPAT documentation and CIO review (above \$10,000)				
d. Consultant contract (Texas Register, Gov Approval, etc.)				
e. Debt collection				
13. Texas Ethics Commission disclosure (<i>above \$1,000,000 term or BOR approval</i>)				
14. Route contract				
a. Review by Chief Procurement Officer for all contracts and signature approval up to \$100,000				
b. Above \$100,000 Office of General Counsel review				
c. TTU contract – CFO review, approve, and sign - \$100,000-\$999,999				
d. TTU System contract – CFO review, approve, and sign- \$100,000-\$999,999				
e. TTU contract – President review, approve, and sign in excess of \$1,000,000				
f. TTUS contract – Chancellor review, approve, and sign in excess \$1,000,000				
15. Termination notice: _____				
16. Report Form for Contracts Requiring Enhanced Contract Monitoring (above \$1,000,000)				
17. Distribute contract/FEC letter to stakeholders and contractor				
FEC Phase				
18. Rejection letters to unsuccessful Respondents after FEC				
19. Post award information to TechBid and ESRD after FEC				
20. Performance bond (if required)				
21. Payment bond (if required)				
22. Insurance certificate				