

Contracts Office: Date Rcvd: _____ Contract #: _____ Signatory: _____ Executed on: _____
 Transparency: _____ LBB: _____ OGC: _____ BOR: _____ TEC: _____ Contract Form: _____

TAMIU Contract Cover Sheet

Department must provide all contract documents & supporting documentation for review.

Department: _____ Department Contact: _____ Ext: _____

Budget head: review, agree with all terms & conditions, affirm no conflict of interest. _____
(signature)

Vendor Information: _____
(vendor name, contact, email, phone)

Contract Dates: _____ to _____ Renewals included: _____ (autorenewals prohibited)

Is this an extension, renewal, or amendment of an existing contract? _____ *If yes, provide original contract

Total Contract Value: _____ Variable Cost (cost dependent on enrollment/use/etc): _____

Cost/year: YEAR 1 _____ YEAR 2 _____ YEAR 3 _____ YEAR 4 _____ YEAR 5 _____

Is this being awarded of a state, System, co-operative, or other pre-solicited agreement? _____

If yes, contract information: _____
(DIR, BuyBoard, E&I, System, etc. contract #)

If no, how was/will this be procured? _____
(Over \$10k requires bid, RFP, justification)

Revenue generating contract (vendor pays TAMIU)? _____ Revenue + expense contract (vendor & TAMIU pay)? _____

Check if: IT approvals (hardware/software) date obtained: _____ VPAT _____ SECURITY _____ TX-RAMP
 foreign vendor- Budget & Payroll approval obtained? _____
 greater than \$100K- [HUB Subcontracting Plan](#) required. Attached? _____
 equipment- Environmental Health & Safety approval obtained? _____
 construction, professional or consulting? _____

Contracts Office Use:

- Parties information provided
- Consistent party references
- Parties responsibilities clear
- Invoice process defined
- Vendor eligible to contract
- Notices- contact information
- Debt/Delinquency to State
- Franchise Tax
- Child support Obligations
- Certain Countries & Orgs
- Boycott Israel
- Human Trafficking

- Not Eligible for Rehire
- Prompt Payment Act
- Indemnify & Hold Harmless
- Appropriation
- Non-Discrimination
- TX Public Info Act
- Default & Cure
- Termination procedure
- Non-waiver of Defaults
- Assignment
- Audit
- Governing Law
- Independent Contractor

- Venue
- Force Majeure
- Severability
- Dispute Resolution
- Records Retention
- Confidentiality
- Conflict of Interest
- Limitations
- Amendment
- Risk Assessment
- Enhanced Monitoring Req

Insurance needed. Received? _____ Contract receivable dates defined? _____

[Cybersecurity](#) (training & clause required). Training completed: _____ TAMIU Addendum

Risks or possible issues? _____

Notes:

CONTRACTS OFFICE USE:

Reviewed by: _____ Approved for signature: _____ Date: _____

*Reviewer certifies all documents/processes completed