Rule Statement

This rule establishes the overall processes for contract administration within the System Offices of The Texas A&M University System (system).

Reason for Rule

All contract administration must be in compliance with System Regulation 25.07.01, Contract Administration, Delegations and Reporting. This rule outlines the contract administration processes related to contract origination, recommendation, approval, execution, administration, contract close-out, and any applicable reporting requirements.

Procedures and Responsibilities

1. GENERAL

Written contracts shall be executed whenever System Offices enter into a binding agreement with another party that involves any stated or implied consideration.

Contracts include, but are not limited to, the following: purchase orders, service agreements, cooperative agreements, memorandums of understanding, interagency contracts, grants, loans, easements, licenses, leases and permits, and amendments, modifications and extensions of those contracts. Other parties include, but are not limited to, federal, state and local agencies, non-profit organizations, private businesses, partnerships and individuals.

Office of General Counsel (OGC) review is required on all contracts for form and legal sufficiency with exceptions noted in the System Offices Delegation of Authority.

Contacts shall be managed in accordance with the system Contract Management Handbook.

2. CONTRACT ORIGINATION

All contracts, unless specifically delegated within the System Offices Delegation of Authority, shall originate within the Office of HUB & Procurement Programs or OGC.
3. RECOMMENDATION

Contract recommendation and justification shall originate from the applicable System Offices department and shall be routed in accordance with the System Offices Delegation of Authority.

4. APPROVAL

Approval shall be obtained as outlined in the System Offices Delegation of Authority.

5. EXECUTION

Contract execution shall occur upon obtaining all required approvals as stated within the System Offices Delegation of Authority and system procurement policies, regulations and guidelines.

6. ADMINISTRATION

Upon execution, all contracts shall be filed according to processes defined by the Office of HUB & Procurement Programs. The responsibility and management of the performance of the contract shall rest with the applicable System Offices department.

7. CLOSE-OUT

Contract close-out responsibilities shall rest with the applicable System Offices department and the Office of HUB & Procurement Programs.

8. CONTRACT REPORTING REQUIREMENTS

The Office of Procurement Services is responsible for the reporting of contracts as required by statute, Legislative Budget Board, and other state authority.

Related Statutes, Policies, or Requirements

System Policy 25.07 Contract Administration

System Regulation 25.07.01 Contract Administration, Delegations and Reporting

System Regulation 25.07.03 Acquisition of Goods and/or Services

Contract Management Handbook

Contact Office

System Office of Budgets and Accounting
(979) 458-6100
25.07.99.S1 Contract Administration