

**Contract Administration Checklist**

# Contract Vendor:

**Department:**

**Date(s) of Service:**

**Contract Amount:**

**Make sure all items are in order and signed prior to submitting contract package for approval**

 Contract Cover Sheet (with all areas completed)

 Prepared Contract (from [UHD Website](https://www.uhd.edu/administration/contracts/Pages/Contracting-and-Requisition-Forms.aspx)) or Contract Addendum (SCA) (if using vendor contract)

 Vendor Contract (if provided – may require OGC review)

 Alternative Dispute Resolution/Child Support Clauses (if using vendor contract without SCA)

 Vendor Quote – if applicable

 Signed Bid Tab for chosen vendor (if bid was completed for purchase greater than $5,000.00)

* Include copy of RFQ or RFP and Response for chosen vendor

 Approved Sole Source (if purchase greater than $5,000.00 and no bid is completed)

 Approved Addendum C (for requisitions exceeding $100,000.00)

 [Certificate of Insurance](https://www.uhd.edu/administration/contracts/Pages/contract-questions.aspx#insurance-needed) (if applicable; for any physical delivery, service, or labor on campus)

 Food Permit (if needed - for catering services on campus)

 No Boycott of Israel Form (for contracts using HEAF at $100,000.00 or more)

 Screenshot or PDF printout of Vendor Hold Status (“Open for Ordering” box checked in PS)

 Screenshot or PDF printout of the [Debarred Vendor List](https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php)

 Screenshot or PDF printout of the [Divestment Statute Lists](https://comptroller.texas.gov/purchasing/publications/divestment.php) *(1. Companies that Boycott Israel, 2. Scrutinized Companies with ties to Sudan, 3. Scrutinized Companies with ties to Iran, 4. Designated Foreign Terrorist Organizations, 5. Scrutinized Companies with ties to Foreign Terrorist Organizations, and 6. Financial Companies that Boycott Energy Companies) – Include each*

 Screenshot or PDF printout of the [System for Award Management (SAM)](https://sam.gov/content/entity-information) Click Advanced Search. Under Filter By on left, click Entity to expand. Type vendor’s full name in Entity Name field. Select correct vendor from suggestion list

 Signed Contract Responsibility Form (if applicable)

 Signed Justification Form (if applicable)

 Signed Contract Administration Checklist

\*\*\*\*Department certifies that the requirements listed above have been verified.

Name:       Title:

DBA/CBA Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_