



The Texas A&M University System  
The Texas A&M Engineering Extension Service

## Agency Rules

# 25.07.99.N1 Contract Administration

Approved: November 23, 2016

Revised: August 27, 2019

Reviewed: August 6, 2020

Next Scheduled Review: August 6, 2025

## Rule Summary

Texas A&M Engineering Extension Service (TEEX) is fully committed to the effective administration of contracts as an essential operational function of the Texas A&M University System. This rule is required by [System Policy 25.07 Contract Administration](#).

## Rule

This rule covers the following member responsibilities:

- Process for contract origination, recommendation, approval, execution, administration and contract close out, and
- Contract reporting requirements

The provisions of this rule are applicable to all persons employed by TEEX who have significant contract management duties for the agency.

### 1. PURCHASING CONTRACTS

#### 1.1. Contract Origination, Recommendation, Approval, Execution, Administration and Close Out

TEEX purchasing contracts originate either from (a) customer/sponsor contracts which require a purchase (or purchases) from contractors/vendors, or (b) TEEX divisions, institutes, centers, and TEEX Headquarters for the purchase of contracted services.

These contracts are for the purchase of goods or services for use in the delivery of instruction or services under a sponsor contract or use by TEEX divisions, institutes, centers, and TEEX Headquarters in the administration of daily business.

Signature authority for TEEX purchasing contracts is provided at the System and agency level in the following delegation of authority documents, respectively: (a) [System Policy 25.07 Contract Administration](#), and (b) [TEEX Delegation of Authority for Contract Administration](#).

All TEEX purchasing contracts will follow requirements of the System [Contract Management Handbook](#) and the [TEEX Standard Administrative Procedure 25.07.03.NO.01 Purchasing](#).

#### 1.2. Contract Reporting Requirements

Based upon the requirements of Senate Bill 20 (Texas Government Code 2261.253), contracts for the purchase of goods or services from a private vendor are posted monthly on teex.org listing the vendor, purchase amount, purchase description, and award justification.

## 2. INSTRUCTION AND SERVICE CONTRACTS

### 2.1. Contract Origination, Recommendation, Approval, Execution, Administration and Close Out

TEEX instruction and service contracts originate from customer/sponsor's decisions to award proposals submitted by TEEX divisions, institutes, centers, and TEEX Headquarters based upon the stated delegated authority ([Signature Authority Matrix for Contracts and Grants](#)).

The recommendation for award is made by TEEX at the division, institute, center or agency level based on the customer/sponsor type, amount of award, and award document.

All federal and foreign agreements are approved at the agency level regardless of dollar amount or award document.

Contracts that involve an annual stated or implied consideration of \$500,000.00 or more; contracts that have a primary term longer than five years regardless of dollar value; and any contract amendment, extension, or renewal that exceeds 10% of the value of the original contract must be approved by the Board of Regents.

Contracts or agreements for \$100,000.00 or more must be approved by the Office of General Counsel (OGC).

Other agreements for less than \$100,000.00 that use OGC approved TEEX contract templates are approved at the division, institute and center level.

Signature authority for TEEX agreements is provided at the System and agency level in the following delegation of authority documents, respectively: (a) [Delegation of Authority for Contract Administration](#), and (b) [Signature Authority Matrix for Contracts and Grants](#). Proposal submission authority also follows delegation of authority thresholds requirements.

Contract administration and close out are addressed at the division, center, institute and agency levels. Submissions of quarterly, semi-annual and final financial and technical reports are maintained either at the division, center, institute or agency level depending on location of submitter. Contract administration and close out are based upon award terms and conditions or scope of work, federal and or state law, System policy and/or regulation and awarding agency administrative procedures which are codified. References to laws, administrative procedures and System policy and regulations are provided below.

### 2.2. Contract Reporting Requirements

Contract award reports are submitted to award sponsors or customers based upon the requirements addressed in award terms and conditions or scopes of work. For federal and federal flow through awards, the reports may be required quarterly or semi-annually depending on the award. For state and private awards, reports may be required monthly, quarterly or as otherwise specified in the award.

When contracts are for the delivery of the TEEX mission, and involving a total stated or implied of less than \$500,000.00, they are not submitted for Board of Regents (BOR) approval, in accordance with System Policy 25.07, Section 3, Part (f). Otherwise, TEEX follows the contract administration requirements elaborated in System Policy and System Regulation.

## **Related Statutes, Policies, or Regulations**

[Federal Regulation 2 CFR 200 \*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards\*](#)

[Tex. Gov't Code § 2261.253](#)

[System Policy 25.07 \*Contract Administration\*](#)

[System Regulation 25.07.01 \*Contract Administration, Delegations, and Reporting\*](#)

[System Regulation 15.01.01 \*Sponsored Agreements – Research and Other\*](#)

[TAMUS Contract Management Handbook](#)

[TAMUS Delegation of Authority for Contract Administration](#)

[TEEX Standard Administrative Procedure 25.01.01.N0.01 \*Contracts\*](#)

[TEEX Standard Administrative Procedure 25.07.01.N0-02, \*Delegation of Authority for Contract Administration\*](#)

[TEEX Standard Administrative Procedure 25.07.03.N0.01 \*Purchasing\*](#)

[TEEX Signature Authority Matrix for Contracts and Grants](#)

## **Contact Office**

TEEX Office of Contract and Proposal Services (OCS)

(979) 458-6823