Rule Statement

The 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.

Reason for Rule

This rule is required by System Policy 25.07 Contract Administration.

Procedures and Responsibilities

This rule covers the following member responsibilities:

a) Process for contract origination, recommendation, approval, execution, administration and contract close out, and
b) 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.

Purchasing Contracts

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 agreements is provided at the System and agency level in the following delegation of authority documents, respectively: (a) System Policy 25.07 Contract Administration, (b) Delegation of Authority for Contract
Administration, and (c) Signature Authority Matrix for Contracts and Grants. The Signature Authority Matrix for Contracts and Grants is identical in authority to the Delegation of Authority for Contract Administration but it presents the information at agency division level. All TEEX purchasing contracts will follow requirements of the System Contract Management Handbook and the TEEX Purchasing Standard Administration Procedure (SAP).

2. Contract Reporting Requirements

Based upon the requirements of Texas Government Code Section 2261.253, contract reports are posted monthly on teex.org listing the vendor, purchase amount, purchase description, and award justification. TEEX fulfills all other contract reporting required under System policy and regulation and applicable law (e.g., Legislative Budget Board reporting).

Instruction and Service Contracts

1. Contract Origination, Recommendation, Approval, Execution, Administration and Close Out

TEEX contracts originate from customer/sponsor’s decisions to award proposals submitted by TEEX divisions, institutes, centers, and TEEX Headquarters based upon the delegated authority (Signature Authority Matrix for Contracts and Grants). These are contracts from customers/sponsors for TEEX to perform instruction or services and not purchasing contracts where TEEX is procuring a good or service. All TEEX purchasing contracts will follow requirements of the System Contract Management Handbook and the TEEX Purchasing Standard Administration Procedure (SAP).

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. Other agreements for less than $100,000.00 that use System Office of General Counsel 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) System Policy 25.07 Contract Administration, (b) Delegation of Authority for Contract Administration, and (c) 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, and 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. 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.

Related Statutes, Policies, or Regulations

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

System Contract Management Handbook

TEEX Standard Administrative Procedure 25.01.01.N0.01 Contracts

TEEX Standard Administrative Procedure 25.07.01.99-2, Delegation of Authority for Contract Administration

TEEX Delegation of Authority for Contract Administration

TEEX Signature Authority Matrix for Contracts and Grants

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

TEEX Standard Administrative Procedure 25.07.03.N0.01

Contact Office

TEEX Office of Contract and Proposal Services (OCPS): 979-458-6823
System Approvals*

Approved for Legal Sufficiency:

Ray Bonilla
General Counsel

Approved:

John Sharp
Chancellor

*System approvals are contingent upon incorporation of any and all System-required changes in the rule’s final posting.