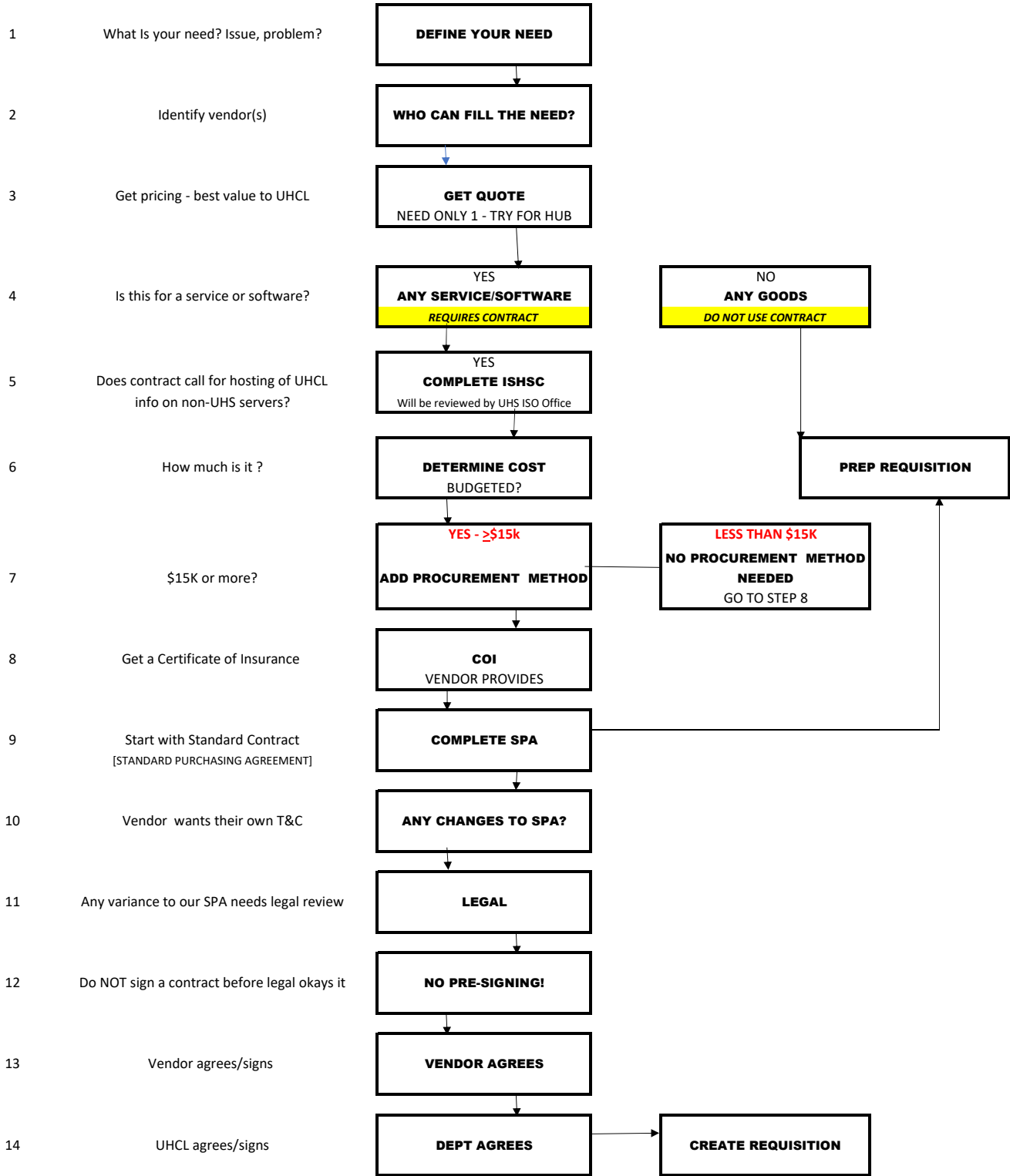


CONTRACT PROCESS OVERVIEW - JULY 27, 2023



PLEASE NOTE: Performance & Speaker Agreements require an insurance waiver (UHCL not responsible for vehicles on campus). Professional Services Agreements are used for medical professionals. OCA coversheet required for legal reviews. Standard Contract Addendum is required to comply with TX Gov Code when our contract's terms and conditions are changed by the vendor, or they require that we use their contract template instead. Contracts valued at \$0-\$15K, no bid required. Contracts between \$15K - \$25K need 3 informal bids [not posted on ESBD]. Contracts >\$25k need 3 formal bids [post on ESBD]. Procurement method choices are: sole source, cooperative contract, bid solicitation and emergency purchase. Electronic State Business Daily = ESBD. **CONTRACT ENCUMBRANCES** - must be planned for during annual budget cycle.