



**Section 22 TERMINATION FOR CONVENIENCE** -The number of days written notice needed to terminate the contract is now set at 30 days. However, if 30 days is too long, strike through the word "thirty" and the number "30" and legibly write in the word and number of the new number of days notice agreed upon by UHCL and the Contractor. The person that signs the agreement for both UHCL and the Contractor must initial this change. NOTE: A good indication of the number of days notice required is the amount of time it would take to replace this Contractor OR the time it took to find the current Contractor.

**Section 23 NOTICE** - Enter name of UHCL staff and Contractor personnel and any other party Contractor specifies must receive notice of changes (if any) to the contract.

**Section 33 FOREIGN NATIONAL INFORMATION ADDENDUM** - Contractor must identify their status. If Contractor identifies as an individual and a Foreign National, you must have the Contractor complete the [Foreign National Information Addendum](#) and it must be submitted along with the Contract.

NOTE: General Counsel Immigration Services is required to review the Foreign National Information Addendum for all visa types except B-1 visa and W-B stamp, so the addendum must be submitted to Contract Administration at UHCLProcurement@uhcl.edu for review **at least three weeks before services will be performed.**

**Insurance Requirements Waiver** - Any waiver of insurance requirements of the agreement should be submitted to the UHCL Director of Risk Management using the Insurance Waiver Request form (available on the Contract Forms webpage under Miscellaneous Forms). Either the approved waiver or certificate of insurance must be submitted with every Standard Purchasing Agreement. Allow at least 5 business days for the waiver request to be processed.

**Signature Block** - Click on the drop-down menu to select University of Houston-Clear Lake. Enter the name and title of the person that will sign the agreement for both UHCL and the Contractor. NOTE: The Title field should indicate the signer's Business Title of the signer if the Contractor is a Company. If the Contractor is an individual, the Title field may be left blank.

**If you have questions, please call Contract Administration at Ext. 2150.**

**All forms are available on the [Contract Administration](#) web page.**