

Contract Submission Checklist

Enter NA if Not Applicable

- Memo
- Board of Regents Approval for \$1M or Greater
- OCA Contract Coversheet
- Proposed Contract (Standard or Nonstandard)

If informal solicitation:

- 3 Quotes, 2 must be from a HUB Vendor

If Formal Solicitation (RFP, RFQ, RFO, ITB):

- Notice of Award from Purchasing (if applicable)
- Contractor's Response to Formal Solicitation
- Formal Solicitation as Posted by Purchasing
- Recommendation for Award
- Certificate of Insurance (COI) or Waiver/Deviation of Insurance
- Risk Management's Approval of COI or Waiver/Deviation of Insurance
- Revenue Contracts Over \$50,000 Administrative Review and Approval Form
- Summary for Purchases Exceeding \$100K
- Certification of No Boycott or Attestation Form
- Certification of Compliance – Texas Public Information Act Contracts for \$1M or Greater
- Vendor Hold Status
- Information Security Hosted Contract Checklist
- Texas Risk and Authorization Management Program (TX-RAMP) Certification