

JUSTIFICATION FOR UNTIMELY CONTRACT SUBMITTAL

Brief Contract Description: _____

Originating Department/School: _____

UNIVERSITY POLICY REQUIRES ALL CONTRACTS TO BE EXECUTED BY THE PARTIES PRIOR TO THE START DATE FOR SERVICES. Although the majority of University contracts designated as standard contracts by the Office of General Counsel can be processed in less than ten (10) business days, certain contracts require considerably more lead time for review by the Office of General Counsel and/or for effecting compliance with statutory, regulatory, and/or Board of Regents requirements. Examples of contracts that require greater lead time for processing include the following:

- **Contracts not designated as standard agreements by the Office of General Counsel -- Require 20 business days for routing to and review by the Office of General Counsel.**
- **Contracts for which Board of Regents approval must be obtained (refer to Board of Regents Policy 47.01.01)-- need at least two months.**
- **Contracts for consulting services for which funds of more than \$15,000 will be expended -- need at least six weeks to comply with Texas law, which requires all of the following: (a) at least 30 days prior to the date on which the University signatory executes the contract, a request for proposals for the consulting services must be published in the Texas Register; (b) notice must be given to the Governor's Budget and Planning Office and to the Legislative Budget Board that the University intends to contract with a private consultant for the consulting services; and (c) a Finding of Fact that the consulting services are necessary must be obtained from the Governor's Budget and Planning Office.**
- **Contracts for which payment of more than \$25,000 will be made for goods or services – Posting on the Texas Electronic Marketplace may be required for at least 14 calendar days, if bid specifications are included with the posting, or for at least 21 calendar days, if bid specifications are not included with the posting.**
- **Contracts to obtain the services of foreign nationals -- length of time for processing varies because of issues related to visa status. Discuss with HR first.**

Reason(s) for Late Submission of Contract for Processing

Please explain, in the space provided below, why this contract was not submitted on a timely basis. Include this form with the contract cover sheet when submitting. Untimely submission may delay contract start time.

Signature of Department/School Originating Contract

Date

Director, BS (initial)

Cabinet Level Supervisor

Date