

9. **Yes** ___ **No** ___ Has the vendor provided their own contract form? If **Yes**, two original copies of contract must be completed (but not signed) and included with this cover sheet. Non-standard contracts require Legal Dept review. Also, final contract will require Alternative Dispute Resolution Clause form OGC-S-99-24 and Child Support Certification form OGC-S-99-25.
10. **Yes** ___ **No** ___ Is this a product or service that should have been requisitioned through Purchasing?
11. **Yes** ___ **No** ___ Does this contract involve HEAF funds? If **Yes**, Stop. Process by Purchase Requisition.
12. **Yes** ___ **No** ___ Is this a contract for printing services? If **Yes**, Contact Purchasing for guidance.
13. **Yes** ___ **No** ___ Does this contract involve Consulting Services?
14. **Yes** ___ **No** ___ **N/A** ___ If consulting services, will the cost exceed \$15,000? If **Yes**, requires notification of Legislative Budget Board and Governor's Office of Budget and Planning as well as publication in Texas Register. Upon award, requires LBB contract award notification. Allow enough [time](#).
15. **Yes** ___ **No** ___ Will an extension for this contract be required for any reason? If **Yes**, how many extensions will be required? _____
16. **Yes** ___ **No** ___ Could this contract exceed \$25,000 over its contract life, including any amendments or extensions? If **Yes**, posting on Texas Electronic Marketplace may be required for up to 21 days. Upon award, requires LBB notification.
17. **Yes** ___ **No** ___ Is this contract valued at \$100,000 or more including renewal periods? If **Yes**, special reporting requirements. Requires Performance Bond if facilities repair or improvements involved. LBB reporting required for contracts over \$14K; reporting of IT contracts over 100K. (AM 03.A.05)

Comments:

Business Services Use:

1. **Contract # Assigned:** _____ **Date Received:** _____