

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Procurement and Business Services Policy PUR-21
Contract Administration/Management

Sam Houston State University is dedicated to the advancement and proper execution of contract administration, management and compliance. As an agency of the State of Texas, Sam Houston State University (SHSU) is governed by The Texas State University System (TSUS) Board of Regents. TSUS contracting policy is established pursuant to Texas Education Code §51.9335, which grants authority to acquire goods or services to institutions of higher education. To exercise this authority, institutions of higher education must also comply with Texas Education Code §51.9337.

The office of Procurement and Business Services which include Contract Administration/Management directs the activities related to contracts for the purchase of goods, materials, equipment and services entered into on behalf of SHSU.

CONTRACT ADMINISTRATION

Contract Administration is the administrative actions, following the award of a contract, to oversee full compliance with all of the terms and conditions contained within the contract. Various types of contracts may be subject to different statutory standards, practices, processes and strategies for successful implementation.

CONTRACT ADMINISTRATOR

The Contract Administrator is the department level individual responsible for adherence to all provisions contained within a contract and for managing the performance of a contract.

CONTRACT MANAGER

An individual who is:

- (1) Employed by the University in the Procurement/Contracts office, and
- (2) Responsible for coordinating the processes required for effective contract management.

Provided however, that for construction projects, the Contract Manager will be an individual within the University's Facilities Management department charged with the duty to oversee the construction project.

CONTRACT ADMINISTRATOR RESPONSIBILITIES

1. Serving as the point of contact for disseminating instructions regarding the SOW to the contractor.
2. Receiving and responding to informal communications between SHSU and a contractor.
3. Establishing scope of authority, clear lines of communication and reporting, and specific individuals who will interact directly with a contractor.
4. Managing SHSU assets used in contract performance.
5. Providing access to SHSU facilities, equipment, data, personnel, materials, and information.
6. Identifying, documenting, and resolving minor disputes with a contractor in a timely manner.
7. Implementing a quality control and assurance process.
8. Maintaining appropriate documentation as required by the applicable retention guidelines.
9. Documenting significant events including deficiencies, deliverables, and milestones.
10. Monitoring the contractor's progress and performance to confirm goods or services conform to the contract requirements.
11. Inspecting and approving the final goods or services received and providing documentation of acceptance to the Contract Manager.
12. Monitoring budgets to verify sufficient funds are available for the duration of the contract.
13. Monitoring default terms and conditions in the contract.
14. Authorizing payments consistent with the contract documents and in accordance with institutional operating policies and procedures.
15. Performing the Contract close-out responsibilities.

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CONTRACT MANAGER RESPONSIBILITIES

1. Guiding the Contract/Evaluation Review Team throughout the process.
2. Consulting with Office of General Counsel to address any legal concerns or issues.
3. Receiving and responding to formal contract communications between the institution and the contractor.
4. Managing, approving, and documenting any changes to the contract.
5. Documenting and assisting in resolving disputes with contractor in a timely manner.
6. Establishing control of correspondence, data, and reports.
7. Provide all contract documentation in the repository.
8. Providing notices and exercising remedies, as appropriate, when a contractor's performance is deficient in consultation with the Office of General Counsel.
9. Providing oversight of the formal written documentation accepting the deliverables as appropriate.
10. Reviewing encumbrances to confirm compliance with the contract.
11. Performing random sampling of invoices to verify compliance with institutional operating policies and procedures and the contract terms.
12. Providing oversight of the Contract close-out process to properly document the contract file.
13. Regularly review performance for contract administration process improvement

RESOURCES

Purchasing Process

http://www.shsu.edu/intranet/policies/finop/procurement_business_services/documents/PUR-05+Purchasing+Process+April+2017.pdf

Purchases -Other

http://www.shsu.edu/intranet/policies/finop/procurement_business_services/documents/PUR-09%20Purchases-Other%20May%202017.pdf

Ethics

http://www.shsu.edu/intranet/policies/finop/procurement_business_services/documents/PUR-02+Ethics+April+2017.pdf

TSUS Contract Management Handbook **

<http://gato-docs.its.txstate.edu/jcr:8c148fec-de27-4969-8d57-90acbd97fe68/TSUS%20Contract%20Management%20Handbook.pdf>

Delegation of Authority (Presidents policy)

<http://www.shsu.edu/dept/office-of-the-president/policies/PRE05DelegationOfAuthority2016Updated.pdf>

****Consult the TSUS Contract Management Handbook for all contract matters, including dollar thresholds, policies, and procedures.**

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CONTACTS

Bob Chapa
Assistant Director Contract Management and Business Services
936-294-4670
ric001@shsu.edu

Renee' Starns
Executive Director, Procurement and Business Services
936-294-1906
pur_ria@shsu.edu

Bill Tidwell
Assistant Director, Procurement and Business Services
936-294-1904
pur_wht@shsu.edu

Reviewed by: Tessy Rappé, AVP Finance & Operations
 Reneé Starns, Exec. Director Procurement & Business Services

Review Date: March 2019

Next Review Date: August 2022