**Form Purpose:**The purpose of this form is to provide key information to UT System in order to determine whether the contract referenced below, which exceeds the applicable contract spend threshold for any contract procured through a group purchasing organization (GPO) or state agency performing GPO functions, will go to the UT System Board of Regents for approval.

**Review Process:**

1. The Chief Business Officer (CBO) needs to complete this form and submit it to the UT System Executive Vice Chancellor for Business Affairs (EVCBA) via [lloyd@utsystem.edu](mailto:lloyd@utsystem.edu)
2. The EVCBA will forward this form (starting the two-business day response period) to the UT System Deputy Chancellor, the General Counsel to the Board of Regents, and the Chief Audit Executive (collectively referred to as the Reviewers). The CBO will receive an email notification when the information has been sent for review.
   1. If any of the Reviewers has questions or concerns with the contract, the EVCBA will reach out to the CBO to discuss the concern, how best to address it, and how any required Board review will occur.
   2. If two business days elapse from the time the information was sent to the Reviewers, without the CBO being notified of any contract concern, the institution may move forward with the contract, without Board review.
3. **Contract Information:**
   1. Vendor’s name and address:

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* 1. Contract identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Maximum amount of the contract: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Maximum term of the contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ including renewals
  4. Which GPO or state agency procured the goods or services? If there are multiple contract awards, what additional due diligence was performed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Why is the contract necessary, and why is a GPO / state agency being used?

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* 1. Has the institution ensured that there are no conflicts of interest involving executive leadership at the institution? \_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Chief Business Officer Certification**
2. I certify that, in awarding this contract, the institution complied with the best value requirements of Section 51.9335 *[UTMDACC to refer to Section 73.115, and UTMB to refer to Section 74.008, instead]* of the Education Code, as authorized by the UT System Board of Regents.
3. I also certify that the agency or institution has an effective process and adequate management controls to:
   1. Verify vendor performance and deliverables for this contract;
   2. Only pay for goods and services that are within the scope of the contract or procurement; and
   3. Calculate and collect any liquidated damages, if any, associated with vendor performance.

The University of Texas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_