



# CONTRACT MANAGEMENT

PROCESS, RULES, REGULATIONS,  
AND ETHICS

# Presentation Goals

- Introduce the Contract Management process at Texas Tech University Health Sciences Center.
- Outline the rules and regulations associated with Contract Management.
- Explain the ethical standards involved with Contract Management.
- Identify the relevant references utilized in the Contract Management process.

# Contract Management Process

- Contract Management involves:
  - The complete contracting process from Planning through Contract Administration and concluding with Contract Close Out
  - Including, but not limited to, the requesting entity or department, the Contracting Office, the Contract Manager, and the vendor

# Contract Management Process

- Contract Management involves:
  - The coordination and management of five core processes:
    - Planning
    - Procurement
    - Contract Formation
    - Post-award Contract Administration
    - Contract Close Out



# Contract Management Process

- Contract Management involves:
  - The coordination and management of five core processes:
    - Planning: Identify objectives and contracting strategy for Procurement
    - Procurement: Purchasing, renting, leasing, or acquiring any Goods and Services, including all functions that refer to the acquisition through Contract Close Out

# Contract Management Process

- Contract Management involves:
  - The coordination and management of five core processes:
    - Contract Formation: Ensure the contract contains provisions that hold the Contractor accountable to the specifications and all State and Federal required terms and conditions



MANAGEMENT

# Contract Management Process

- Contract Management involves:
  - The coordination and management of five core processes:
    - Post-Award Contract Administration: After the awarding of a contract, management actions must be taken for oversight to have full compliance with all the terms and conditions contained within a contract



MANAGEMENT

# Contract Management Process

- Contract Management involves:
  - The coordination and management of five core processes:
    - Contract Close Out: Perform final review of the received Goods or Services, confirm the receipt of all Deliverables, and finalize any payments



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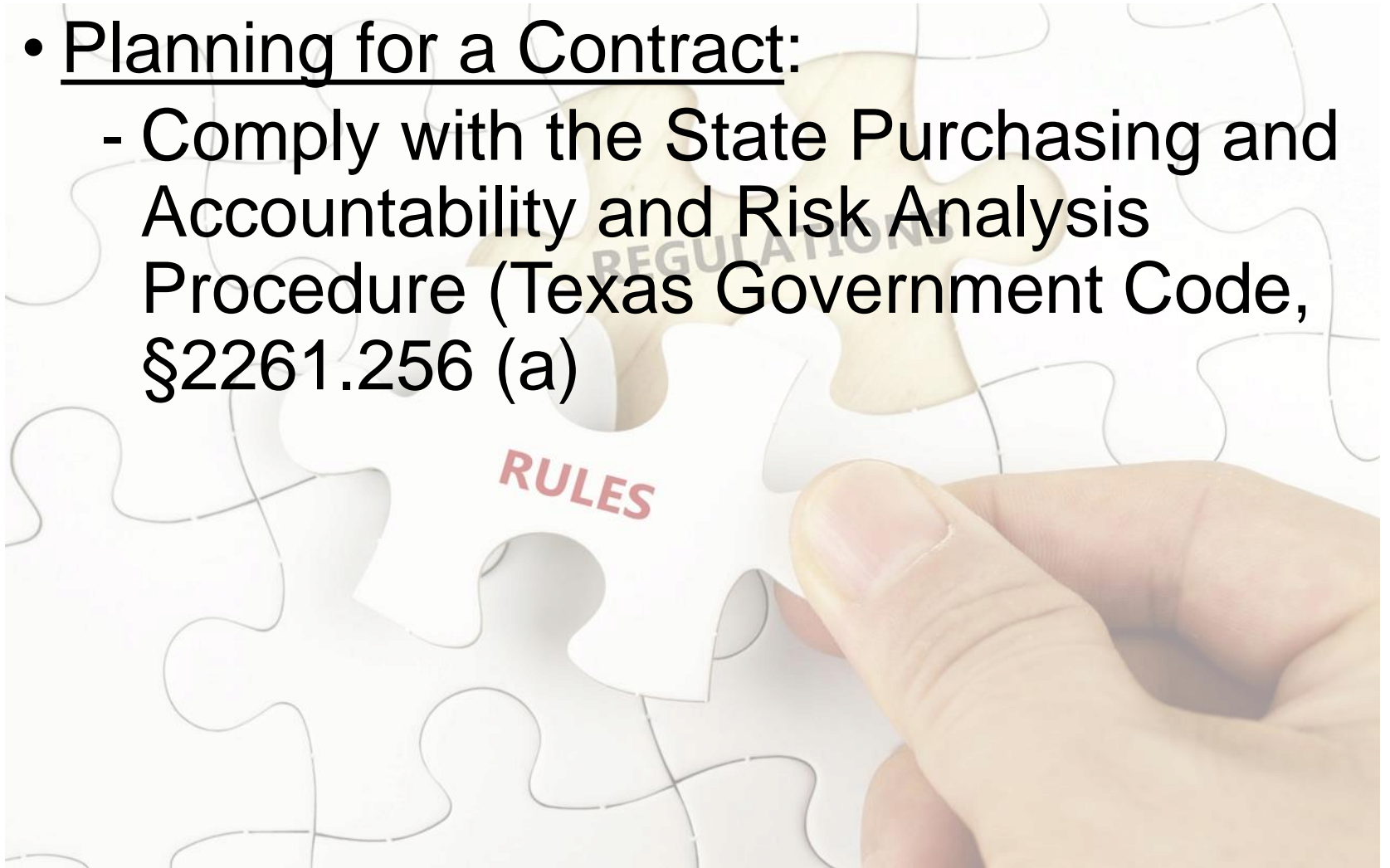


# Rules and Regulations

- Rules and Regulations involve:
    - Planning for a contract
    - Steps for procurement process
    - Submitting a contract
    - Getting a contract authorized
    - Monitoring a contract
    - Closing out a contract
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# Rules and Regulations

- Planning for a Contract:
  - Comply with the State Purchasing and Accountability and Risk Analysis Procedure (Texas Government Code, §2261.256 (a))

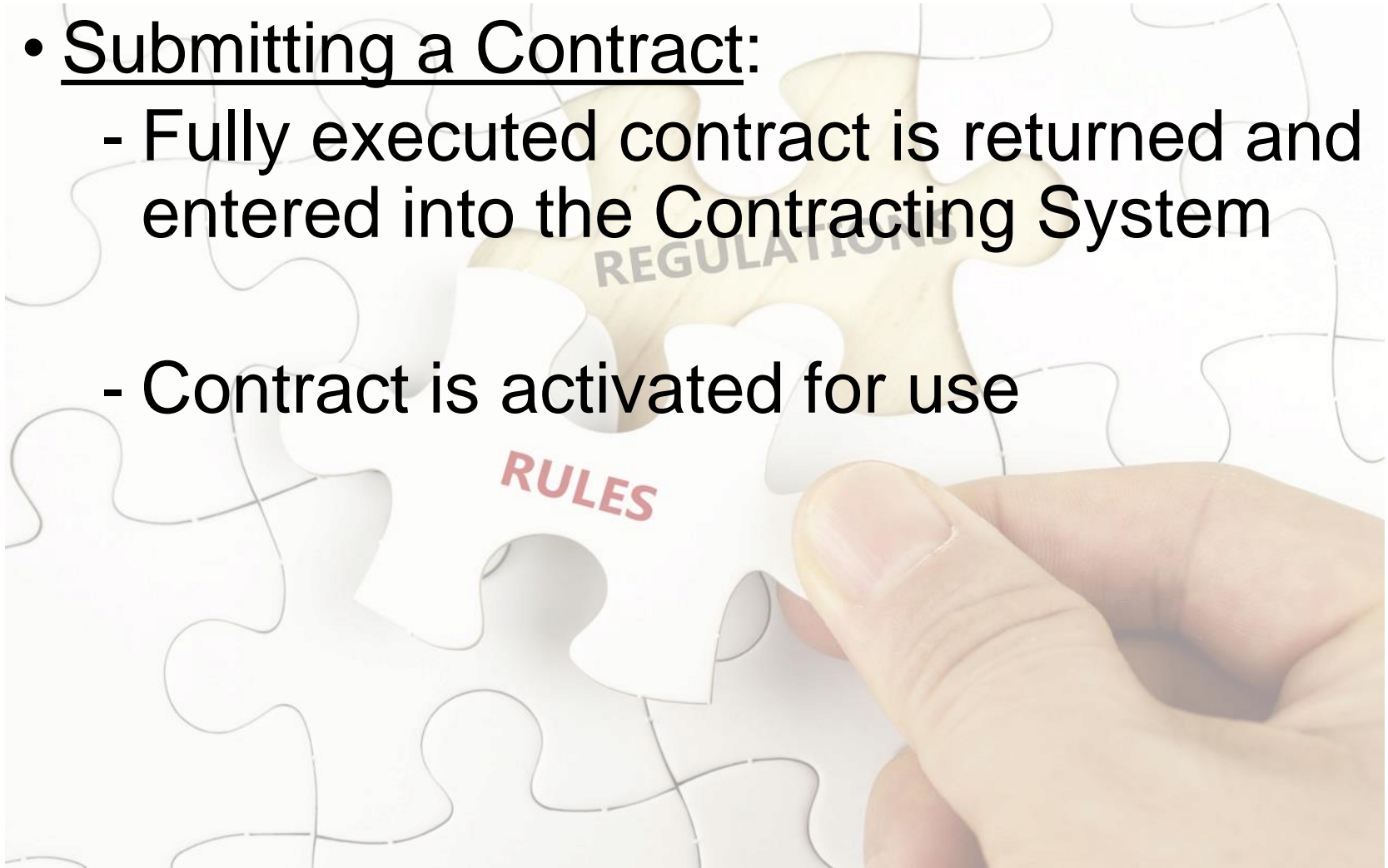


# Rules and Regulations

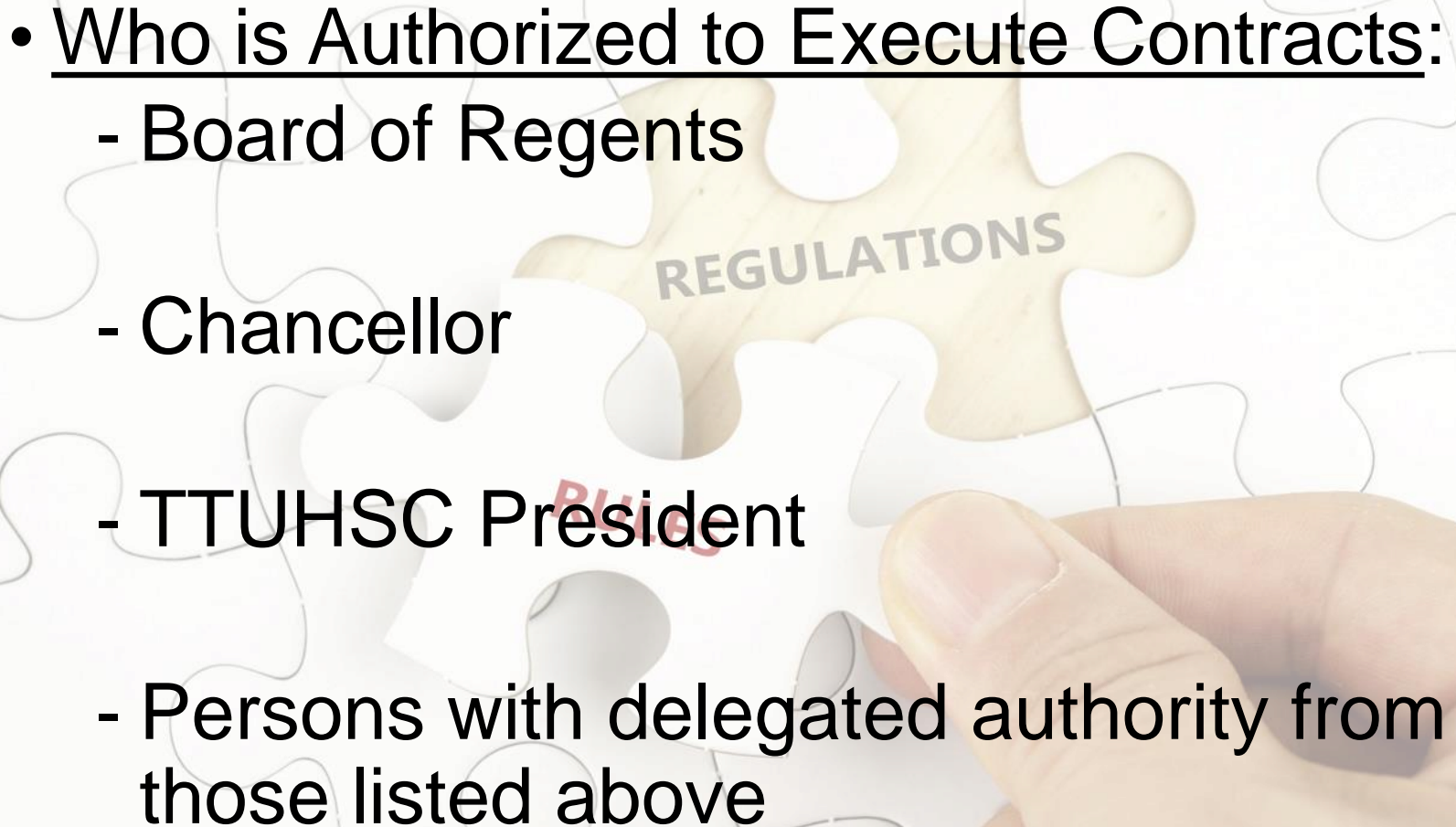
- Submitting a Contract:
  - Routed through the Contracting System:  
[Contracting System](#)
  - Select the “New Contract” option and fill in the requested information
  - After submission, a confirmation notice will be emailed stating that the Contracting office received your contract with an approval sheet for Department and Division signatures

# Rules and Regulations

- Submitting a Contract:
  - Fully executed contract is returned and entered into the Contracting System
  - Contract is activated for use



# Rules and Regulations

- Who is Authorized to Execute Contracts:
    - Board of Regents
    - Chancellor
    - TTUHSC President
    - Persons with delegated authority from those listed above
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# Rules and Regulations

- Managing of Contracts:
  - Contract Managers typically are:
    - Department Administrator
    - Person(s) with equivalent authority
  - Responsibilities of the Contract Manager include:
    - Development
    - Negotiation
    - Submission
    - Monitoring
    - Ensuring receipt of all Deliverables
    - Close out

- General Requirements:

- Employees should adhere to the highest level of professionalism in conducting official duties
- Employees should remain independent and free from the perception of impropriety

- Standards of Conduct:

- Governed by Federal and State laws and statutes
- Regents' Rules and Institutional Operating Policies regulate employee conduct in contracting
- Failure to follow these standards in contracting can lead to disciplinary action for employees and the Institution

Ethics

Business



# Ethical Standards & Policies

- Standards of Conduct:
  - State employees shall not:
    - Accept any gift favor, or service that can influence one's behavior, conduct, or official duties
    - Accept employment or engage in a business or professional activity that would require or induce the disclosure of confidential information
    - Accept other employment that could reasonably be expected to impair one's judgment in the performance of official duties

# Ethical Standards & Policies

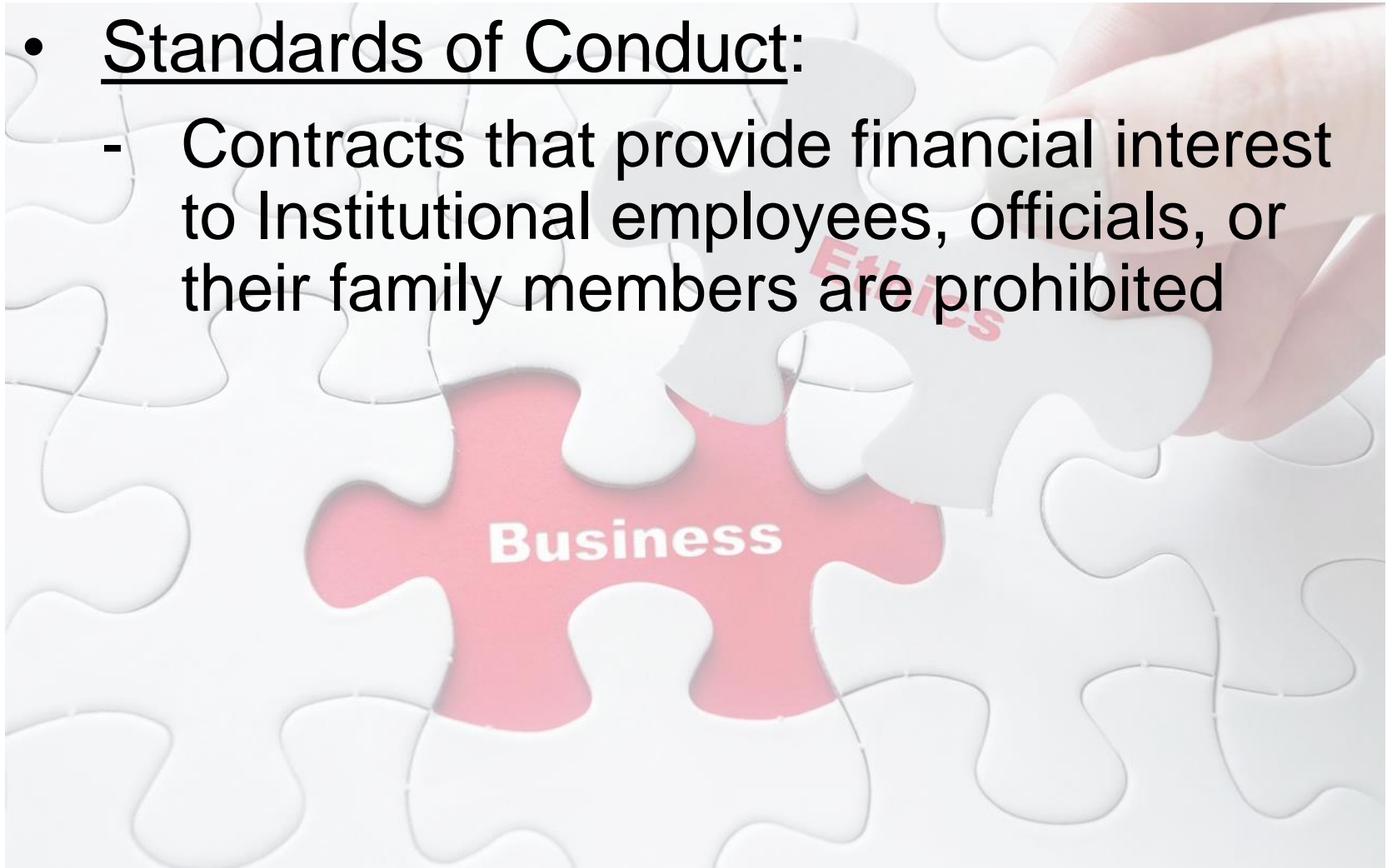
- Standards of Conduct:

- State employees shall not:

- Make personal investments that could create a conflict between the employee's private interest and the Institution's interest
- Solicit, accept, or agree to accept any benefit for having exercised one's official duties in favor of another
- Conceal any potential Conflicts of Interest with any contract or purchase of Goods or Services; and disclosure must be given to the Institution

# Ethical Standards & Policies

- Standards of Conduct:
  - Contracts that provide financial interest to Institutional employees, officials, or their family members are prohibited



# Ethical Standards & Policies

- Contracts:

- Contracts with retired state employees:
  - Can ***not*** occur before the first anniversary of the last date on which the individual was employed by the Institution
  - Must disclose if employed by the Institution or another State agency any time during the prior two years in the Offer, and has details about that employment

# Ethical Standards & Policies

- Contracts:
  - Contracts with retired state employees:
    - Can **not** occur before the second anniversary date of the end of employment or service with the State involving a person they worked with in Procurement or Contract Negotiation during employment

- Conflicts of Interest:
  - To avoid conflicts of interest, TTUHSC shall:
    - Request all potential Contractors and Respondents disclose any actual or potential Conflicts of Interest involving current or former Institutional employees and/or related personnel to the Contractor

- Conflicts of Interest:

- To avoid conflicts of interest, TTUHSC shall:

- **Not** enter into a contract that requires Regents' approval prior to execution or has a value of at least \$1 million without the requisite disclosure by potential Contractors or Bidders

# Ethical References

- Ethical References:
  - Refer to the following Ethical Standards, Policies, and Institutional Operating Polices and Procedures for additional information:
    - OP 10.05 Conflict of Interest & Commitment Policy
    - OP 52.06 Standards of Conduct and Ethics Guide
    - OP 73.09 Financial Conflict of Interests on Research



# Ethical References

- Ethical References:

- Refer to the following Ethical Standards, Policies, and Institutional Operating Policies and Procedures for additional information:
  - Texas Education Code §51.9337(b), (c)(1), (c)(2)
  - Texas Government Code §572.051 Part C
  - Texas Government Code §2252.901, .908
  - Texas Government Code §2254.033
  - Texas Government Code §2261.252(a), (b), (c)

# General Reference

## Contract Management Handbook:

<http://www.fiscal.ttuhscc.edu/purchasing/colateral/contract-management-handbook.pdf>

# General Reference

Contracting Office – Lubbock  
TTUHSC  
3601 4th St. STOP 6217  
Lubbock, TX 79430-6217  
[contracting@ttuhsc.edu](mailto:contracting@ttuhsc.edu)

Thank you for learning about Contract  
Management: Process, Rules,  
Regulations, and Ethics  
at TTUHSC.