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 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 involves:**
  - The coordination and management of five core processes:
    ◦ Planning
    ◦ Procurement
    ◦ Contract Formation
    ◦ Post-award Contract Administration
    ◦ Contract Close Out
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 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
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.
• **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.
• **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
• Planning for a Contract:
  - Comply with the State Purchasing and Accountability and Risk Analysis Procedure (Texas Government Code, §2261.256 (a))
• **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
• **Submitting a Contract:**
  - Fully executed contract is returned and entered into the Contracting System
  - Contract is activated for use
Who is Authorized to Execute Contracts:
- Board of Regents
- Chancellor
- TTUHSC President
- Persons with delegated authority from those listed above
• 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
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
• 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
• Standards of Conduct:
  - Contracts that provide financial interest to Institutional employees, officials, or their family members are prohibited.
• 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
• **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:**
  - Refer to the following Ethical Standards, Policies, and Institutional Operating Policies 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:
  - Refer to the following Ethical Standards, Policies, and Institutional Operating Polices 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:
General Reference

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