



Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties as related to the compliance obligations of the University. The calendars include the laws, operating policies, rules, and regulations for a specific compliance area and aid in tracking the myriad reporting requirements and due dates. Compliance Partners shall assist the Cognizant Policy Officers in training the MSU community which may include informal staff meetings and monitoring through regular walk-around or continuous observation while managing a designated compliance area.

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Purchasing	9/15/2023	VP Administration and Finance	Purchasing Director – HUB Coordinator	FY23 Annual HUB Report: Contracts awarded and paid to HUB vendors during the entire fiscal year.	Texas Administrative Code, Chapter 20, Subchapter D, §20.287 Texas Government Code 2161.121
Purchasing	09/15/2023	VP Administration and Finance	Purchasing Director – HUB Coordinator	FY23 Annual State Agency Supplemental Data Report: Businesses participating in state bond issuances, total number of bids and/or proposals rec'd, total state agency contracts awarded.	Texas Government Code 2161.121 Texas Administrative Code, Chapter 20, Subchapter D, §20.287

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Purchasing	03/15/2024	VP Administration and Finance	Purchasing Director – HUB Coordinator	FY24 Semi-Annual HUB Report: Contracts awarded and paid to HUB vendors during the first (6) months of the fiscal year.	Texas Government Code 2161.121 Texas Administrative Code, Chapter 20, Subchapter D, §20.287
Purchasing	03/15/2024	VP Administration and Finance	Purchasing Director – HUB Coordinator	FY24 Semi-Annual State Agency Supplemental Data Report: Businesses participating in state bond issuances, total number of bids and/or proposals rec'd and total state agency contract awarded.	Texas Government Code 2161.121 Texas Administrative Code, Chapter 20, Subchapter D, §20.287
Purchasing	09/15/2024	VP Administration and Finance	Purchasing Director – HUB Coordinator	FY24 Annual HUB Report: Contracts awarded and paid to HUB vendors during the current fiscal year.	Texas Government Code 2161.121 Texas Administrative Code, Chapter 20, Subchapter D, §20.287
Purchasing	09/15/2024	VP Administration and Finance	Purchasing Director – HUB Coordinator	FY24 Annual State Agency Supplemental Data Report: Businesses participating in state bond issuances, total number of bids and/or proposals rec'd, total state agency contracts awarded.	Texas Government Code 2161.121 Texas Administrative Code, Chapter 20, Subchapter D, §20.287

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Purchasing	Daily	VP Administration and Finance	Purchasing Director - Buyers	Transparency Report (Purchasing Website): Post Purchase Orders issued to include: Date issued, Contract # (PO), Vendor Name, Contract Value, Description & Method of Procurement	Texas Government Code: 2261.253
Purchasing	Daily	VP Administration and Finance	Purchasing Director - Buyers	Request for Proposal (Purchasing Website): Post Request for Proposals (RFPs) to competitively bid contracts	Texas Government Code: 2261.253

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Contract Management	Daily	VP Administration and Finance	Purchasing Director - Contract Coordinator	Legislative Budget Board Contract Reporting (LBB) Report all contracts \$50,000 or above no later than 30 days after the date entered into contract. Attestation Form for sole source procurement greater than \$1million.	GAA, Art. IX, Section 7.04 & 7.11
Contract Management	Weekly	VP Administration and Finance	Purchasing Director - Contract Coordinator	Run weekly report to assist General Counsel on all contracts signed, then email report to General Counsel for his records.	Internal
Contract Management	Annually	VP Administration and Finance	Purchasing Director - Contract Coordinator	Run annual report to assist the Provost Office on all Articulations, Affiliation's, and MOU's. Email report to Provost Office.	Internal
Contract Management	Monthly	VP Administration and Finance	Purchasing Director - Contract Coordinator	Run monthly report for active contracts to be posted on website for transparency.	Texas Government Code Section 2261.253 ,

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Purchasing	Monthly	VP Administration and Finance	Purchasing Director	Monthly Internal HUB Reports- Provided to Agency's Internal Management & Operating Divisions	TGC\$2161.122
Purchasing	October 30 th	VP Administration and Finance	Purchasing Director/Budget Director	Estimate of Expected Contract Awards (post to webpage)	TGC\$2161.183
Purchasing	December 31 st	VP Administration and Finance	Purchasing Director	HUB progress report	TGC\$2161.124
Purchasing	August 31 st	VP Administration and Finance	Purchasing Director	Summary Report to LBB and Governor compliance with procurement requirements (LBB provides a template)	GAA, Article IX, Section 17.09(f)

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Purchasing	August 1	VP Administration and Finance	Purchasing Director / Budget Office	Article IX Report-CPA/LBB-HUB Assessment Bi-Annual Report. Included in the LAR by Budget Office.	TGC§2161.127, 34 TAC 20& GAA Article IX, Section 7.06
Purchasing	Every three years	VP Administration and Finance	Purchasing Director - Director Buyer	Certified Texas Contract Developer (CTCD)	https://comptroller.texas.gov/purchasing/training/ TGC 656.051
Contract Management	Every three years	VP Administration and Finance	Purchasing Director - Contract Coordinator	Certified Texas Contract Manager (CTCM)	https://comptroller.texas.gov/purchasing/training/ TGC 656.051
Purchasing	November 1	VP Administration and Finance	Purchasing Director - Buyer	Assessment	SACSCPC / THECB