



# 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	9/15/2024	VP Administration and Finance	Purchasing Director – HUB Coordinator	<b>FY24 Annual HUB Report:</b> Contracts awarded and paid to HUB vendors during the entire fiscal year.	<a href="#">Texas Administrative Code, Chapter 20, Subchapter D, §20.287</a> <a href="#">Texas Government Code 2161.121</a>
Purchasing	09/15/2024	VP Administration and Finance	Purchasing Director – HUB Coordinator	<b>FY24 Annual State Agency Supplemental Data Report:</b> Businesses participating in state bond issuances, total number of bids and/or proposals rec'd, total state agency contracts awarded.	<a href="#">Texas Government Code 2161.121</a> <a href="#">Texas Administrative Code, Chapter 20, Subchapter D, §20.287</a>
Purchasing	10/30/2024	VP- Administration and Finances	Purchasing Director – HUB Coordinators	<b>FY25 Estimate of Expected Contract Awards</b>	<a href="#">Texas Government Code 2161.183</a>  <a href="#">Texas Government Code 2161.121</a>

<b>Compliance Area</b>	<b>Due Date(s)</b>	<b>Cognizant Policy Officer</b>	<b>Compliance Partner(s)</b>	<b>Representative Issues</b>	<b>Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description</b>
<b>Purchasing</b>	03/15/2025	VP Administration and Finance	Purchasing Director – HUB Coordinator	<b>FY25 Semi-Annual HUB Report:</b> Contracts awarded and paid to HUB vendors during the first (6) months of the fiscal year.	<a href="#">Texas Administrative Code, Chapter 20, Subchapter D, §20.287</a>
<b>Purchasing</b>	03/15/2025	VP Administration and Finance	Purchasing Director – HUB Coordinator	<b>FY25 Semi-Annual State Agency Supplemental Data Report:</b> Businesses participating in state bond issuances, total number of bids and/or proposals rec'd and total state agency contract awarded.	<a href="#">Texas Government Code 2161.121</a> <a href="#">Texas Administrative Code, Chapter 20, Subchapter D, §20.287</a>
<b>Purchasing</b>	09/15/2025	VP Administration and Finance	Purchasing Director – HUB Coordinator	<b>FY25 Annual HUB Report:</b> Contracts awarded and paid to HUB vendors during the current fiscal year.	<a href="#">Texas Government Code 2161.121</a> <a href="#">Texas Administrative Code, Chapter 20, Subchapter D, §20.287</a>
<b>Purchasing</b>	09/15/2025	VP Administration and Finance	Purchasing Director – HUB Coordinator	<b>FY25 Annual State Agency Supplemental Data Report:</b> Businesses participating in state bond issuances, total number of bids and/or proposals rec'd, total state agency contracts awarded.	<a href="#">Texas Government Code 2161.121</a> <a href="#">Texas Administrative Code, Chapter 20, Subchapter D, §20.287</a>

<b>Compliance Area</b>	<b>Due Date(s)</b>	<b>Cognizant Policy Officer</b>	<b>Compliance Partner(s)</b>	<b>Representative Issues</b>	<b>Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description</b>
<b>Purchasing</b>	Daily	VP Administration and Finance	Purchasing Director - Buyers	<a href="#">Transparency Report (Purchasing Website)</a> : Post Purchase Orders issued to include: Date issued, Contract # (PO), Vendor Name, Contract Value, Description & Method of Procurement	<a href="#">Texas Government Code: 2261.253</a>
<b>Purchasing</b>	Daily	VP Administration and Finance	Purchasing Director - Buyers	<a href="#">Request for Proposal (Purchasing Website)</a> : Post Request for Proposals (RFPs) to competitively bid contracts	<a href="#">Texas Government Code: 2261.253</a>
<b>Contract Management</b>	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
<b>Contract Management</b>	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

<b>Compliance Area</b>	<b>Due Date(s)</b>	<b>Cognizant Policy Officer</b>	<b>Compliance Partner(s)</b>	<b>Representative Issues</b>	<b>Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description</b>
<b>Contract Management</b>	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
<b>Contract Management</b>	Monthly	VP Administration and Finance	Purchasing Director - Contract Coordinator	Run monthly report for active contracts to be posted on website for transparency.	<a href="#"><u>Texas Government Code Section 2261.253</u></a> ,

<b>Compliance Area</b>	<b>Due Date(s)</b>	<b>Cognizant Policy Officer</b>	<b>Compliance Partner(s)</b>	<b>Representative Issues</b>	<b>Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description</b>
<b>Purchasing</b>	Monthly	VP Administration and Finance	Purchasing Director	Monthly Internal HUB Reports- Provided to Agency's Internal Management & Operating Divisions	TGC§2161.122
<b>Purchasing</b>	October 30 <sup>th</sup>	VP Administration and Finance	Purchasing Director/Budget Director	Estimate of Expected Contract Awards (post to webpage)	TGC§2161.183
<b>Purchasing</b>	December 31 <sup>st</sup>	VP Administration and Finance	Purchasing Director	HUB progress report	TGC§2161.124
<b>Purchasing</b>	August 31 <sup>st</sup>	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)
<b>Purchasing</b>	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

<b>Compliance Area</b>	<b>Due Date(s)</b>	<b>Cognizant Policy Officer</b>	<b>Compliance Partner(s)</b>	<b>Representative Issues</b>	<b>Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description</b>
<b>Purchasing</b>	Every three years	VP Administration and Finance	Purchasing Director - Director Buyer	Certified Texas Contract Developer (CTCD)	<a href="https://comptroller.texas.gov/purchasing/training/">https://comptroller.texas.gov/purchasing/training/</a> TGC 656.051
<b>Contract Management</b>	Every three years	VP Administration and Finance	Purchasing Director - Contract Coordinator	Certified Texas Contract Manager (CTCM)	<a href="https://comptroller.texas.gov/purchasing/training/">https://comptroller.texas.gov/purchasing/training/</a> TGC 656.051
<b>Purchasing</b>	November 1	VP Administration and Finance	Purchasing Director - Buyer	<b>Assessment</b>	SACSCPC / THECB