

## **MSU CONTRACT ROUTING SHEET**

**IMPORTANT: Contracts are to be signed by the delegated authority after the completion of this review process.**

☐ New Contract    ☐ Renewal Contract    ☐ Change Order    ☐ Other: \_\_\_\_\_

Revenue Account Number: \_\_\_\_\_ Contract Amount: \_\_\_\_\_

Expense Account Number: \_\_\_\_\_ Date Routed: \_\_\_\_\_

P.O. Number: \_\_\_\_\_ Vendor Code: \_\_\_\_\_

**Departments shall complete this form in its entirety. Indicate non-applicable items by N/A.**

Contract Purpose: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Does Contract Renew? Yes ☐ No ☐ If so, When: \_\_\_\_\_

Contract Deliverables: \_\_\_\_\_

Board of Regents (BOR) Approval Required: Yes ☐ No ☐ Meeting Date: \_\_\_\_\_ Board Item No: \_\_\_\_\_

This contract must go to the BOR if: it is \$500,000 or greater per year (except bequests, gifts, or grants, or a State energy agreement), or involves acquisition, purchase, sale, or encumbrance of real property (except mineral lease less than \$100,000), or a contract in excess of 5 years (except with 120 days or less cancellation notice or mineral lease less than \$100,000). If BOR approval required, BOR specify signature authorization other than President? \_\_\_Yes \_\_\_No \_\_\_Attached

MSU Office of Origin: \_\_\_\_\_ Individual Responsible: \_\_\_\_\_ Phone No: \_\_\_\_\_

University Funds Required: No ☐ Yes ☐ \$ \_\_\_\_\_ Verified Available: Yes ☐ No ☐ Revenue Contract Yes ☐ No ☐

Contractor: \_\_\_\_\_ Contractor's email address: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Resident Contractor: Yes ☐ No ☐ State of Non-Resident Contractor: \_\_\_\_\_ Is Contractor an MSU Employee: Yes ☐ No ☐

Procurement: \_\_\_\_\_ bid out \_\_\_\_\_ sole source (attached) \_\_\_\_\_ State contract \_\_\_\_\_ other: \_\_\_\_\_

Historically Underutilized Business (HUB): Yes ☐ No ☐ HUB Plan (required over \$100,000): Yes ☐ No ☐

### **Review and Approval Signatures:**

**Department** \_\_\_\_\_ Date \_\_\_\_\_

*By signing form, Department verifies they will abide by the terms of the agreement and has obtained approval of any other department(s) contributing technical support, services, and/or personnel (e.g., IT Dept –hardware/software & Sec. 508 contract addenda attached; office of sponsored programs for external funding - grants & gifts)*

Initiating Dept.'s Designated Contract Liaison/Monitor \_\_\_\_\_ Date \_\_\_\_\_

Other Dept. Supervisor(s) Contributing Personnel/Services \_\_\_\_\_ Date \_\_\_\_\_

**Dean** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts for reporting departments/grants*

**Associate Vice President** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts for reporting departments/grants*

**Appropriate Vice President** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts for reporting departments; VP Univ. Advancement & Public Affairs on all grants; signature authority of appropriate VP for contracts of less than \$100,000 per year for reporting departments*

**Provost and Vice President for Academic Affairs** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on: all contracts for reporting departments, affiliation/clinical agreements (or President's), and all sponsored research grants; signature authority for contracts of less than \$100,000 per year for reporting departments, affiliation/clinical agreements*

**Vice President for Administration and Finance** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on: all contracts for reporting departments, fiscal approval of contracts of \$50,000 or more per year, all sponsored research grants, and professional and consulting services; signature authority for: contracts of less than \$100,000 for reporting departments*

**Purchasing /Contract Management Office** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts (except University employment contracts)*

Proposed contract attached? \_\_\_ Yes \_\_\_ No If applicable, a copy is attached of the delegation of signature authority signed by \_\_\_\_\_

Required Notice for Professional/Consulting Services (Tex. Govt. Code §2254) by: LBB \_\_\_ Yes \_\_\_ No Gov.'s Budget/Planning Office \_\_\_ Yes \_\_\_ No

Verify that the solicitation, purchasing methods, and contractor selection process comply with State law and University policy? \_\_\_ Yes \_\_\_ No

Verify that University documented best value standard used and complied with University's & Comptroller's contract management guide? \_\_\_ Yes \_\_\_ No

Verify that University has complied with required TEC filing disclosure of interested parties (Tex. Govt. Code §2252.908)? \_\_\_ Yes \_\_\_ No

### **Other Reviews and Approval Signatures, as required:**

**General Counsel** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts unless using an unmodified standard contract form pre-approved in writing*

Comment: \_\_\_\_\_

**President** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts: for direct reporting departments, of \$500,000 or more not requiring BOR approval, of \$100,000 or more but less than \$500,000, related to mineral interest in real property of less than \$100,000, licenses /conveyances of MSU intellectual property, professional and consulting services, and outside legal counsel; required signature authority (or designee) on all contracts: for reporting departments, of \$100,000 or more (except contracts otherwise specified by the BOR), for outside legal counsel*

Comment: \_\_\_\_\_

***This Section for Use by MSU Purchasing/Contract Management Office Only:***

## Risk Assessment Matrix (RAM)

Table 1: Evaluation Criteria

Factor	Low 1	Medium 2	High 3	Extremely High 4
Total Cost	<\$25k	>= \$25k but <\$100k	>= \$100k but <\$1 million	>\$1 million
Type of Contract Purchase	Interagency, MOU or Interlocal	Contract less than 25k	Consulting, Emergency, Sole Source, Proprietary, or Construction > \$25k	Major information technology purchase
Payment Type/Structure	Fixed price or contingency	Rate or Fee for Services	Cost Reimbursement >= \$100k but <\$1 million	Cost Reimbursement
Essential MSU Function	Contract services are not essential to MSU's mission	Contract services are moderately essential to MSU's mission	Contract services are essential to MSU's mission >= \$100k but <\$1 million	Contract services are essential to MSU's mission
Percentage of Services Performed by Subcontractors	No Subcontractor involvement	Subcontractors account for less than 50% of contract work performed	Subcontractors account for 50% to 75% of contract work performed	Subcontractors account for more than 75% of contract
Stability & Experience of Vendor's Key Management	No recent change and significant experience	No recent change, but not significant experience; or recent change but significant experience	Recent change and not significant experience	Recent change and less than 1 year of experience
Compliance History	No issues of non-compliance	Moderate instances of non-compliance	Substantial finding of non-compliance	Substantial finding of non-compliance –
Past Programmatic Performance	Met or exceeded all output and outcome measures	Met 90% or more but less than 100% of output and outcome measures	Met 75% or more but less than 90% of output and outcome measures	Met less than 75% of output and outcome
Audit Results	No audit required or no issues or findings in audit(s)	Moderate issues or findings in audit(s)	Substantial issues or findings in audit(s)	Substantial issues or findings in audit(s)
Number of Years Vendor in Business	More than 5 years	3 to 5 years	1 to 3 years	Less than 1 year
Performance Measures	Contract contains multiple defined and measurable performance	Contract contains at least one clearly defined or measurable performance measure	No performance measures included in contract >= \$100k but <\$1 million	No performance measures included in
Deliverables	Contract contains multiple deliverables that are clearly defined	Contract contains at least one clearly defined deliverable	No deliverables included in contract	No deliverables included in contract
Financial Reports Required	>= \$500k but <\$1 million – substantial financial reports required	>= \$1 million but <\$1 million – substantial financial reports required	>= \$1 million - minimal financial reports required	>= \$1 million - no financial reports

Table 1A:

Evaluation Table (Use the criteria in Table 1 to determine the score for each factor and total up the scores.)

<b>Project Name:</b>		
<b>Factor</b>	<b>Comments</b>	<b>Score</b>
Total Cost		
Type of Contract Purchase		
Payment Type/Structure		
Essential MSU Function		
Percentage of Services Performed by Subcontractors		
Stability & Experience of Vendor's Key Management		
Compliance History		
Past Programmatic Performance		
Audit Results		
Number of Years in Business		
Performance Measures		
Deliverables		
Financial Reports Required		
Other		
	<b>TOTAL</b>	

Table 2: Risk Assessment Matrix (Use the scores provided in Table 1A to determine the level of risk.)

<b>Risk Level</b>		<b>Point Range</b>	<b>Description</b>
Extremely High Risk	<b>E</b>	40-52	Projects include unexpected levels of risk, including critical issues that are likely to occur if the contract is not properly managed. Contract management staff must consider possible contract risks, document and include them in the contract management plan and determine how risk will be monitored.
High Risk	<b>H</b>	27-39	Projects contain potentially serious risks that may occur. The contract management plan must include language that ensures proactive strategies to reduce risk and the method of monitoring the risk.
Medium Risk	<b>M</b>	14-26	Projects contain some level of risk that may occur. Contract management staff should consider if a contract management plan is required. If a contract management plan is not required, the purchaser will identify and document with an explanation of how risks will be managed. This information will be maintained with other contract documentation.
Low Risk	<b>L</b>	0-13	Projects contain minimal risks and are unlikely to occur. Contract management staff can proceed with contracting as planned.

Summary of Risk Management:

Risk Mitigation Plan:

Contract Liaison/Monitor

Date

Department Head

Date