

Texas A&M AgriLife Extension Service Rules

25.07.99.X1 | Contract Administration

Approved: November 2, 2016

Next Scheduled Review: November 2, 2021



RULE STATEMENT

The effective administration of contracts is an essential operational function of Texas A&M AgriLife Extension Service (AgriLife Extension). All contracts entered into by AgriLife Extension are subject to this rule—including all original contracts, amendments, alterations, modifications, corrections, changes, and extensions.

REASON FOR RULE

This rule is required by The Texas A&M University System (A&M System) Policy 25.07, *Contract Administration*, and provides the guidelines to be followed by all units to ensure compliance with A&M System policies and regulations. These contract administration processes include contract origination, recommendation, approval, execution, administration, contract close-out, and contract reporting requirements.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 All contracts not handled by Texas A&M University (TAMU) Sponsored Research Services (SRS) shall be processed by the Texas A&M AgriLife (AgriLife) Administrative Services Contract Office (AgriLife Contracts).
- 1.2 All contracts to which AgriLife Extension is a party must be prepared by or submitted to either SRS or AgriLife Contracts for approval and signature.

2.0 CONTRACT ORIGINATION

- 2.1 A contract or a request for a contract must originate from one of the following:
 - A Principal Investigator (PI);
 - a department/unit Business Coordinator;
 - the agency's Director/Director's Office;
 - the agency's Chief Financial Officer (CFO), the agency's Purchasing department or;
 - a third-party vendor/sponsor.
- 2.2 A contract originating from a third-party vendor/sponsor must be supported or requested by a PI, Business Coordinator, or the agency's Director, CFO, or Purchasing department.

3.0 RECOMMENDATION

- 3.1 AgriLife Contracts must review and recommend for approval all non-sponsored contracts (Hotel and catering agreements with a value of \$50,000 or less do not require review and approval by AgriLife Contracts provided that the hotel signs a Facility Use Addendum [AG-126R or AG-126E]), industry contracts, and commodity agreements. Certain sponsored agreements will be reviewed by AgriLife Contracts in accordance with the SRS Delegation of Authority before they are signed on behalf of the agency.

3.2 All contracts must be approved on behalf of the agency by a person with delegated authority.

4.0 APPROVAL

Approval shall be obtained as outlined in the *AgriLife Extension Delegation of Authority for Contract Administration*. Only a person with delegated authority may sign a contract on behalf of the agency.

5.0 EXECUTION

5.1 Once the contract has been reviewed and recommended for approval, the contract shall be submitted for signature.

5.2 Contract execution shall occur upon obtaining all required approvals as stated in the *AgriLife Extension Delegation of Authority for Contract Administration*. Department/Unit Heads, PIs, and Business Coordinators do not have authority to sign, and shall not execute a contract on behalf of the agency, except as outlined in the *AgriLife Extension Delegation of Authority for Contract Administration*.

5.3 If a contract originated from a third-party vendor/sponsor and AgriLife Contracts made revisions or changes to the contract (including addendums), the changes must be submitted to the vendor/sponsor for approval and acceptance.

A. Any revisions made by AgriLife Contracts to a contract originating from a third-party vendor/sponsor shall be initialed by the vendor's authorized representative.

B. Any addendum prepared by AgriLife Contracts to supplement a contract originating from a third-party vendor/sponsor shall be signed by the vendor's authorized representative.

6.0 ADMINISTRATION

Once fully executed, the contract shall be filed by AgriLife Contracts or other appropriate A&M System or agency office in the appropriate document management system. Responsibility and management of the performance of the contract rests with the applicable administering office, with such management to be conducted in accordance with the System Contract Management Handbook.

7.0 CLOSE-OUT

Contract close-out responsibility shall rest with the applicable administering office.

8.0 REPORTING

Contract reporting shall be in accordance with and as required by applicable A&M System polices and regulations, agency rules and procedures, Texas state law, federal law, and the terms of the agreement, if any.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Policy 25.07](#), *Contract Administration*

[A&M System Regulation 25.07.01](#), *Contract Administration, Delegations, and Reporting*

[A&M System Regulation 25.07.03](#), *Acquisition of Goods and/or Services*

[AgriLife Extension Procedure 25.07.01.X1.01](#), *Delegation of Authority and Contract Administration*

[AgriLife Extension Delegation of Authority for Contract Administration](#)

[A&M System Contract Management Handbook](#)

CONTACT OFFICE

For additional questions, contact AgriLife Contracts contracts@ag.tamu.edu or 979-842-3269.