

Contracts

Contracted Workforce Procurements

Contracted Workforce procurements typically belong in one of four categories:

- temporary workers supplied by staffing companies;
- independent contractors;
- consultants; or
- contracted services to be performed by the vendor.

When preparing to issue a requisition for contracted services under \$10,000 on state funds, the department must electronically attach the **Temporary Contracted Workforce Payments Form**. The form documents that due consideration has been given before using temporary workers, an independent contractor, consultant, or company in lieu of UNT System employees.

When preparing to issue a requisition to a company for contracted services over \$10,000 state funds, departments must electronically attach a **Cost Benefit Analysis Form**. Departments must also document contract workforce information, for contracts over \$10,000, by submitting the Contracted Workforce form to **Payment Services** when approving the invoice.

USAS Object Codes Identified as Contract Workforce Procurements: (Alternates in EIS)

Object Codes	USAS Contract Workforce Procurements Categories
7239	Consultant Services – Approved by Governor Consultant Services – Other
7240	Consultant Services Computer
7242	Educational/Training Services
7243	Financial and Accounting Services
7245	Legal Service
7246	Medical Services
7248	Veterinary Services
7249	Lecturers – Higher Education
7252	Other Professional Services
7253	Investment Counseling Services
7255	Architectural/Engineering Services
7256	Legal Services – Approved by the State Office of Administrative Hearings
7257	Legal Services – Not Requiring Approval
7258	Maintenance and Repair Computer Software and Equipment
7262	Temporary Employment Agencies
7267	Computer Programming Services
7274	Cleaning Services
7275	Data Processing Services
7277	Purchased Contracted Services
7284	Consultant Services – Approved by Governor Consultant Services – Other
7299	Consultant Services Computer

Construction Contracts

All contracting for construction shall be in accordance with UNT System Regents Rule 11.200, Construction Projects. Plant fund DeptID/ProjIDs must be used for construction and renovations.

Institutional Contracts

Procurement Services has negotiated institutional contracts for frequently used products and services for use by the University of North Texas System. These contracts provide cost savings and streamlined Procurement Services procedures for covered items and services.

As with state contracts, many areas are covered. Examples of materials and services covered by an institutional contract are

- an answering service;
- office supplies;
- water and/or coffee service;
- laboratory supplies; and
- uniform rental.

Procurement Services continually seeks opportunities for System-wide contracts to benefit UNT System campuses. If you have a suggestion for a contract that will benefit the UNT System, or a specific campus, contact **Procurement Services**.

State Contracts

There are numerous contracts awarded by state agencies for use by all state agencies and institutions of higher education.

Texas Comptroller of Public Accounts (CPA) Term Contracts

Texas CPA is the state agency whose primary responsibility is to provide goods, services and facilities to the State of Texas. Part of fulfilling this responsibility is to establish term contracts available to all Texas state agencies. See **Texas CPA Master Index of Statewide Term Contracts**.

Texas Multiple Award Schedule (TXMAS) Contracts

These contracts have been developed from contracts that have been competitively awarded by the federal government or any other governmental entity of any state. See **TXMAS Program**.

Department of Information Resources (DIR) Contracts

DIR is an agency of the State of Texas that negotiates volume purchase agreements for quality technology products and services. All Texas state agencies are eligible to use DIRs. See **DIR**.

Texas Industries for the Blind and Handicapped (TIBH) Contracts

The Texas State Use Program is designed to increase employment and wages and to enhance the lives of Texans with disabilities. First consideration must be given to products and services they provide. Products and services they offer are listed on TIBH's Online Catalog. See **TIBH**.