

Agreements

Maintenance/Service Agreements

Contracts for maintenance service on UNT System owned equipment must be covered by a purchase order. Departments are not authorized agents and do not have the authority to sign maintenance agreements. Therefore, all maintenance agreements must be submitted through the requisition process.

A maintenance agreement is classified as a service contract. Because of the service classification, these agreements are subject to the bidding process. Some maintenance agreements are competitive, and some are restricted to one service provider. If you need a maintenance agreement that is restricted to one provider and the total is more than \$5,000, a **Proprietary/Sole Source Purchase Justification Form** must be submitted with your requisition.

Payment for services on state funds must be made against the fiscal year in which the services are rendered. Payments for services provided during two or more fiscal years are prorated.

Payment for maintenance contracts on an annual basis is an exception.

Master Purchasing Agreements for All Use

For services or goods that are common across campuses, Procurement Services Buyers can request and award formal bids to vendors as master purchasing agreements. See **Contract Pricing** on the UNT System Business Support Services webpage for a list of current services/goods and vendors. Any department, regardless of campus, may use these agreements when applicable, for the content in which they were written. Bidding is not required.

Contract pricing is applicable to preferred vendor contracts, where many items or services are offered at deep discounts. Departments are encouraged to make purchases through the preferred vendor contracts whenever possible.

The requisition requires:

- service or goods be fully identified;
- the vendor name and contract number; and
- a category code based on item or services provided.

Procurement Services Contract Administration

Contracts that involve the obligation of UNT System funds must be reviewed by the Business Support Services Contracts team for compliance with applicable statutes and with the *University of North Texas System, Regents Rule 03.900 Delegation of Authority for Contracts and Agreements* prior to their submission for signature by those with authority to sign such documents for the UNT System. All proposed contracts involving expenditures should be attached to an ePro requisition and submitted to Procurement Services for handling, except for construction contracts that have been pre-approved by the Office of General Counsel. Purchase orders involving contracts will not be issued until the contract is properly executed.

UNTHSC Contracts

The UNTHSC Contracts Office must review and approve UNTHSC contracts. For information on UNTHSC contracts policies/processes, refer to the **UNTHSC Office of Contract Administration website**.

UNTS OFPC Contracts

The UNT System OFPC must review and approve construction contracts related to major projects or for minor projects that have been delegated by the Chancellor to the Vice Chancellor for Facilities.

Reporting Requirements for Contracts Over \$1 million

Contracts for goods or services exceeding \$1 million must be monitored for compliance with financial provisions and delivery schedules, corrective action plans, and liquidated damages. The Business Support Services Contracts Area will be responsible for contract monitoring. Departments are required

to assist in this process by responding to periodic inquiries from the Contracts Area regarding progress monitoring. In the event that any serious risks or issues are identified with a monitored contract, the Contracts Area will immediately notify the Senior Director of Procurement Services and the Associate Vice Chancellor for Finance and Administration.

Additionally, contracts valued or reasonably expected to exceed \$1 million that are emergency purchases or that are not competitively bid must be reported to the Legislative Budget Board. Emergency purchases must be reported within 48 hours of making payment. Non-competitively bid purchases must be reported ten days before the first payment.

Reporting requirements for contracts over \$5 million

For contracts for goods or services that have a value exceeding \$5 million, the Senior Director for Procurement must verify in writing that the solicitation and purchasing methods and contractor selection process comply with state law as well as UNT System Regulations. Additionally, the Senior Director for Procurement must notify the Board of Regents of any potential issue that may arise in the solicitation, purchasing, or contractor selection process.

Reporting requirements for contracts over \$10 million

Contracts with a value of at least \$10 million or that are reasonably expected to exceed \$10 million must be reported to the Legislative Budget Board at least ten days prior to the first payment.

Interagency Cooperation Contract

The state provides that a state agency may contract with another state agency to render services and/or materials and the receiving agency will reimburse the performing agency for the cost. Agreements involving payment of funds in any amount from the UNT System to another state agency will require a purchase order. The Accounting Office must be contacted in order to set-up the transaction in USAS if the UNT System is receiving payment from another state agency.

Contracts totaling \$25,000 or more

These contracts require an Interagency Cooperation Contract (IAC) signed by the authorized signatory in order for it to be binding. The IAC number must be noted on the purchase order. When work is completed or goods received, send notification referencing the purchase order number to Payment Services. If all items are in order, Payment Services will process for payment.

Transactions over \$2,500

These transactions require a letter of agreement or a written contract. Purchase orders are usually sufficient for this level.

Please contact [Procurement Services](#) or the [Office of General Counsel](#) if you need assistance with an interagency contract.