

College: College of Architecture and Design

Department Contact: _____

Contract #: _____

Contractor Name: _____

Contractor Verifications (to be completed before engaging contractor services)

FOR INDIVIDUAL CONTRACTORS

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| Yes | No | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Has the individual been employed by UH within the past 12 months? <i>If <u>Yes</u>, cannot enter into a contract agreement. Must be paid through payroll.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Does the Checklist for Determining Independent Contractor versus Employee confirm treatment as a contractor? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. The individual is in a visa status that authorizes the individual to enter into a contract agreement. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. The Workers Classification Checklist is required for all individual contractors and guest speaker agreements; HR approval required. |

Contract Documents and Attachments (This is a typical list; other forms may be required depending on the type of contract)

Attached	N/A	Form	Notes
<input type="checkbox"/>	<input type="checkbox"/>	Contract Coversheet (required)	Required for all contracts and Amendments. The Sponsored Contract Coversheet can be found on the OCG website
<input type="checkbox"/>	<input type="checkbox"/>	Contract Agreement (required)	Use the agreement form that is appropriate for the service
<input type="checkbox"/>	<input type="checkbox"/>	Recommendation for Award (required)	Required for all contracts
<input type="checkbox"/>	<input type="checkbox"/>	Purchase Requisition	Required for all contracts and amendments needing a PO with the <u>exception</u> of <u>revenue</u> contracts
<input type="checkbox"/>	<input type="checkbox"/>	Informal Bid Documentation (3 quotes & Purchasing approval)	For contracts in the <i>Informal Bid</i> range, the department must email the Purchasing Buyer at least 3 quotes (including 2 HUB). Purchasing will notify the department if they agree with the informal bidding process and vendor selected. If so, the department can proceed to enter in to a contract.
<input type="checkbox"/>	<input type="checkbox"/>	Justification for Sole Source	Required depending on procurement method used. See Purchasing website
<input type="checkbox"/>	<input type="checkbox"/>	Rush Justification	Rush justification should be included if contract is not submitted 15 business days in advance
<input type="checkbox"/>	<input type="checkbox"/>	Foreign National Information Addendum	Required for all individual contractors and guest speakers (both US and non-US)
<input type="checkbox"/>	<input type="checkbox"/>	Summary for Purchases Exceeding \$100,000	Required for Purchase Requisitions exceeding \$100,000
<input type="checkbox"/>	<input type="checkbox"/>	Contract Amendment	All amendments require the original fully executed contract as well as any prior amendments

Note: Always use the most current version of the contract forms. Download the forms directly from the source website:

- Contract Administration Documents: <https://uh.edu/legal-affairs/contract-administration/contract-documents/>
- Sponsored Project Agreements: <https://uh.edu/research/resources/dor-forms/contract-agmt-forms/>

Authorized Signature Authority is NOT required for contracts between UH departments (i.e. UH Hilton, UH Catering, etc.).

DBA Audit (to be verified by the DBA before submitting the final contract documents to the CBA/CDA)

(✓)	Item to Review	Verification
<input type="checkbox"/>	Contract # has been assigned by department	K- YYYY(four digit fiscal year) – Dept ID – Unique sequentially assigned # - contract end date. Example: K-2022-H0024- 01 - 05/01/2022 . Document naming for email routing and internal record keeping. K-2022-H0024- 01 - 05/01/2022_Vendor Name . For amendments, use the same contract # as original, but add "Amendment # ____"
<input type="checkbox"/>	Contract Coversheet	Completely filled out with all required signatures. No SSN printed on the form. See Sample Contract Coversheet .
<input type="checkbox"/>	Contract Agreement	A clear description of the services to be performed is provided, dates and amounts match on all forms
<input type="checkbox"/>	Signatures	All required signatures are on all forms. For contracts that must be routed to Contracts Admin, contractor may sign after Contract Admin review.
<input type="checkbox"/>	Duration does not exceed 5yrs	Total contract period, including all amendments, cannot exceed 5 years. (MAPP 04.04.01A) Automatic renewals are discouraged.
<input type="checkbox"/>	Business Terms of Contract DBA initials/Date:	DBA responsibilities: (per Contract Management Handbook) <input type="checkbox"/> Have you or applicable personnel negotiated the business terms of the contract? <input type="checkbox"/> Have you read the contract in its entirety and do you understand and agree with the terms of the contract? <input type="checkbox"/> Does the contract reflect the intent of the department from a business perspective? Have you considered the risk analysis?