REPORTING SERVICE CONTRACTS

Policy

Beginning September 1, 199, Article IX, Section 9-7.05 of 2000-01 General Appropriations Act, requires that not later than the 10th day after an institution of higher education enters into a contract for $14,000 or more for: i) consulting services as defined by Section 2254.01(1), Government Code; ii) professional services as defined by section 2254.002(2), Government Code, iii) construction services; or iv) a contract for major information systems, the agency or institution shall provide written notification to the Legislative Budget Board. The notification requirement also applies to any amendment, modification, renewal or extension of a contract subject to this section. Contracts for medical or optometric services, interagency contracts, and contracts totaling less than $14,000 are not required to be reported.

Procedures

In order to accomplish the required reporting, responsible parties in the Purchasing Office, Facilities Management, Accounting Office, and Budget and Finance shall immediately e-mail an Excel spreadsheet for new contracts and one for amendments to existing contracts to Scarpelli@uthscsa.edu. The spreadsheet shall have the following information:

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Agency Name</td>
<td>Name of the Health Science Center</td>
</tr>
<tr>
<td>B</td>
<td>Agency Number</td>
<td>Three-digit agency number, (745)</td>
</tr>
<tr>
<td>C</td>
<td>Contractor</td>
<td>Complete name of the contractor, with no abbreviations. If the contractor is an individual, list the name with the last name first.</td>
</tr>
<tr>
<td>D</td>
<td>Payee ID</td>
<td>Comptroller’s 11-digit PIN number used on payment vouchers. This should be the same as the Tax ID number for the company.</td>
</tr>
</tbody>
</table>
Policy 6.7.8 Reporting Service Contracts

Section 6.7 General Services

E Contractor Address  Billing address of the contractor. Include street P. O. Box, city, state and zip code as applicable.

F Contractor Number  Unique number assigned by the agency to identify a specific contract. This may be any combination of alpha/numeric characters. If it is at all possible, create contract numbers that are unique to the project and contractor. Do not give the same contract number to different contractors for the same project.

G Subject  A brief (no more than 40 characters) descriptive statement to uniquely identify the contract.

H Contract Type  Enter “P”, “C”, “L” or “I” depending on criteria as follows: (P)rofessional: contracts for services rendered by a worker with specialized knowledge who may or may not be licensed or registered: Examples: accounting services, engineers, etc. (C)onstruction: contracts for construction, remodeling, land improvements, etc. Counsu(L)tant: contracts providing services that, in part, involve study of or advise to the contracting entity. Major (I)nformation systems: contracts for (1) computers that cost more than $100,000; (2) services related to computers, including computer software that costs more than $100,000; (3) a telecommunications apparatus or device that services as a component of a voice, data, or video communications network for transmitting, switching, routing, multiplexing, modulating, amplifying or receiving signals on the network that costs more than $100,000.
### I Category
Secondary identification of contract: IR: Information Resources; includes, but not limited to, computers and telecommunication, including hardware and software purchases. Purchases; includes, but is not limited to, purchases of large quantity of supplies, materials and food. Bus: Business; includes, but is not limited to, office-related, legal, accounting, financial audits, etc. Professional; includes, but is not limited to, studies, reviews, surveys, performance audits, etc. Other: any items that do not fit into the above categories.

### J Award Date
Origination date of the contract. Please include the year. Example: 01/28/2000.

### K Completion Date

### L Cost
Total amount of the contract rounded to the nearest whole dollar.

### M FY
Fiscal year associated with the FY cost, or the first fiscal year that funds will be expended.

### N FY Cost
Amount expended or budgeted for the first fiscal year of the contract. Additional year’s expenditures can be detailed after the last column of the chart.

### O Explanation
Short narrative description of the purpose of the contract.

### P Alternatives
Short narrative description of the alternatives available.
Q  Cont Emp Any contracting parties who were previously on the agency’s payroll and their last date of employment.

The spreadsheets will be reviewed, merged into one institutional report and will subsequently be e-mailed to the Legislative Budget Board (LBB) and will be transferred into their database. The LBB has requested that all capital letters in the fields are not used unless necessary. Dates are to be stated as “01/20/00”. New fields are not to be added to the spreadsheet. Contact person is Jeff Scarpelli, Budget and Planning Office, 567-7029.