



CONTRACT COVER SHEET AND APPROVAL FORM
Office of Contracts Administration

Contract No.: K- (To be entered by Contracts Administration)

General Information

UHS/UH Department:
Contact Person:
Campus Address:
Telephone:
Fax:
Email:
Business Administrator:
Telephone:
Fax:
Email:

Summary of Contract Terms

Contract with:
Tax ID or SS Number:
Street Address:
Description:
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Contract Term: Start End
Total Amount of Contract:
Source of Funds: Cost CTR No.: Revenue CTR No.:
Acct: Acct:

Authorized Signatory: IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF THE UNIVERSITY OF HOUSTON SYSTEM PURSUANT TO MAPP, SAM AND BOARD POLICIES

Certifications: Complete before sending with contract to Office of Contracts Administration.

Table with 3 columns: REQUIREMENT, CERTIFIED BY ORIGINATING UNIT, DESCRIPTION. Rows include Responsibility, Original Contracts And signatures, Contract, Exhibits, And Appendices, Contracting Party.

Competitive Bid Requirements	_____	The proper procurement method has been used which provides the best value to the University in making the contract award. (See MAPP 04.04.01A (IV)(A)).
Consulting and Professional Services Contracts	_____	Consulting and Professional Services Contracts are subject to specific notice and reporting requirements that require the originating unit to contact the Office of Contracts Administration for assistance (See MAPP 04.04.01A (IV)(C)).
Standard Form of Agreement	_____	If a standard form of agreement, I certify that no changes to the agreement have been made, including additional attachments or addenda. If changes have been made, I have attached and hi-lighted those portions of the agreement.

Certification of University Employee(s) With Responsibility for Ensuring Contract Terms and Conditions are Met

I have read this contract entirely. I am satisfied with its description of the goods and services to be provided to the University (including, for example, warranties, delivery terms, acceptance period, and maintenance terms). I am also satisfied with the description of the University 's obligations (including, for example, scope of work, payment due dates, late charges, tax, charges, insurance, and confidentiality requirements) and all other provisions of this contract, except as noted in any attached memorandum. A memorandum [is] ,[is not] ,(circle one) attached. **I acknowledge responsibility to ensure that all good faith efforts are employed in seeing that all terms, conditions and responsibilities of the contract are met.**

Name (Originating Unit)	Signature	Date
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Title

Name (College/Division)	Signature	Date
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Title

UH Provisions – Each provision must be reviewed for contract applicability.

REVIEW COMPLETED BY *ORIGINATING UNIT*:-

Name	Signature	Date
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1. **Nondiscrimination.** The parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act.
2. **Payment of Taxes.** Contractor certifies that , upon the effective date of this agreement, either (1) it is not delinquent in payment of State of Texas corporate franchise taxes, or (2) is not subject to the payment of such taxes. Contractor agrees that any false statement with respect to franchise tax status shall be a material breach hereof, and the System shall be entitled to terminate this agreement upon written notice thereof to Contractor.
3. **Child Support.** Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive payment from the state and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.
4. **University of Houston System Alternative Dispute Resolution Clause.** Effective August 30, 1999, Government Code Chapter 2260 requires that each contract entered into by the University of Houston System and its component institutions for goods or services, or for a building or construction contract under section 2166.001 of the Government Code, include a provision, developed with the Attorney General's assistance, stating that the parties will use the dispute resolution process provided for in chapter 2260 to attempt to resolve disputes arising hereunder.