

# Group Purchasing Organization (GPO) Contract Submittal Form

## Purpose:

The form provides key information to UT System about a contract/purchase order (PO), which exceeds the submitting institution's applicable contract spend threshold for contracts procured through an accredited GPO. The information helps UT System determine whether the contract/PO needs to be presented to the UT System Board of Regents for approval.

## Review Process:

1. Purchasing staff need to complete the form for signature by the institution's Chief Business Officer (CBO) and submit it to the UT System Office of Business Affairs (Business Affairs) via email to [lloyd@utsystem.edu](mailto:lloyd@utsystem.edu).
2. Business Affairs will send the form to the UT System Deputy Chancellor, the General Counsel to the Board of Regents, and the Chief Audit Executive (collectively referred to as the Reviewers) with the two-business day (review period) deadline clearly stated and notify requester that the review process has commenced.
  - a. If any of the Reviewers has questions or concerns about the contract/PO, the Office of Business Affairs will follow-up with the requester during the review period.
  - b. If the review period elapses without questions or concerns, the institution may move forward with the procurement.

## A. Contract/PO Information:

1. Vendor name and address:

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2. Contract/PO identification number: \_\_\_\_\_
3. Maximum amount of the contract/PO: \$ \_\_\_\_\_
4. Maximum term of the contract/PO: \_\_\_\_\_ to \_\_\_\_\_ including renewals
5. Accredited GPO Name/Contract Identification Number? If multiple contract awards, what additional due diligence was performed? \_\_\_\_\_

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6. Contract/PO Summary and Purpose Statement? Reasons for utilizing accredited GPO?

7. Has the institution ensured there are no conflicts of interest for this procurement? Yes \_\_\_

### B. Chief Business Officer Certification

1. I certify that, in awarding this contract/PO, the institution complied with the best value requirements of Section 51.9335 [UTMDACC/Section 73.115, and UTMB/Section 74.008] of the Education Code, as authorized by the UT System Board of Regents.
2. I also certify that the agency or institution has an effective process and adequate management controls to:
  - a. Verify vendor performance and deliverables for this contract/PO;
  - b. Only pay for goods and services that are within the scope of the procurement; and
  - c. Calculate and collect any liquidated damages, if any, associated with vendor performance.

The University of Texas

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_