

Contract Management and Oversight Worksheet for Fiscal Year 2020

General Appropriations Act, Art. IX, Sec. 17.10 (f) requires each agency and institution of higher education that receives appropriations to provide a report that details the steps taken to ensure compliance with state procurement requirements.

Complete this report and return to the Legislative Budget Board no later than **September 30th, 2020**.

1. Article	Agency Number	Agency/Institution
III	720	University of Texas System Administration

2. Compliance steps undertaken (check all that apply):

- Conducted internal trainings
- Attended external trainings
- Certifications for procurement personnel
- Increased or reorganized procurement personnel
- Dedicated more money to contract compliance
- Hired consultants
- Increased management involvement
- Communicated with oversight entities
- Studied best practices from other organizations
- Revised contracting manual and procedures

3. Additional comments or compliance steps: Add any measures that are not listed above

Seek additional approvals from Office of Information Security, Accessibility Coordinator, UT System Privacy Officer, Office of General Counsel, Office of Technology and Information Services, etc., depending on the type of contract as needed.

University of Texas System Administration recently approved budget to implement a new Contract Management Software System in FY2021.

4. Optional: What have been the most effective measures to ensure contract compliance?

Internal vetting or approval forms; checklists, internal reports

5. Save the worksheet as "your_agency_number - Contract Oversight Worksheet 2020.xlsx"

6. Return the worksheet to contract.manager@lbb.texas.gov no later than September 30th