

# Contract Management and Oversight Worksheet for 2022-23 Biennium

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General Appropriations Act, Art. IX, Sec. 17.09 (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 **August 31, 2023**.

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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

Collaborated with UT System Internal Audit for TX-RAMP compliance  
Increased Bonfire feature utilization in solicitations (RFP software)  
Collaborated with Internal accounting for GASB contract and reporting compliance  
Generated automated requirements via contract requests module

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

Transitioned from a manual to automated contract monitoring  
Improved collaboration with various stakeholders, i.e, IT, OGC, ORM, etc.  
Collaborated with Records retention for file management and compliance  
Created knowledge enhancements (training, workshops, consults, etc.) for end users  
Implemented intake dashboard for departmental metrics