

Supporting Document Breakdown

What type of documents are required for each 'Contract Category'

- Amendment
 - *OGC Amendment Template**
 - *Contract document to be Amended (Fully executed if applicable)*
- Change Order (used for facilities department)
 - *OGC Change Order (O Template**
 - *Certificate of Insurance***
 - *Hub Subcontracting Plan (if over \$100k)*
 - *Board of Regents approval (if over \$500k)*
 - *Form 1295 (if \$1 million+)*
 - *Disclosure Statement (if \$1million +)*
 - *Performance Bond (submitted after PO is issued)*
 - *Payment Bond (submitted after PO is issued)*
- Charter Bus
 - *Vendor Form**
 - *Certificate of Insurance***
- Conference Services Contract
 - *OGC Conference Services Contract**
 - *Certificate of Insurance***
- Guest Lecturer
 - [**OGC Guest Lecturer Template**](#) *(in person)**
- Hotel
 - *Vendor form*
 - [**Food Justification Form**](#) *(if applicable)*****
- IDIQ Professional Services Agreement
 - *OGC Professional Services Agreement Template**
 - *Certificate of Insurance***
 - *Hub Subcontracting Plan (if over \$100k)*
 - *Board of Regents approval (if over \$500k)*
 - *Form 1295 (if \$1 million+)*
 - *Disclosure Statement (if \$1million +)*
 - *Performance Bond (submitted after PO is issued)*
 - *Payment Bond (submitted after PO is issued)*
- Master A202 - Standard Form Agreement
 - *OGC Master A202 Template**
 - *Certificate of Insurance***
 - *Hub Subcontracting Plan (if over \$100k)*
 - *Board of Regents approval (if over \$500k)*
 - *Form 1295 (if \$1 million+)*
 - *Disclosure Statement (if \$1million +)*
 - *Performance Bond (submitted after PO is issued)*
 - *Payment Bond (submitted after PO is issued)*
- Media Artist
 - [**OGC Media/Artist Agreement Template***](#)

- *Certificate of Insurance***
- MSA (Master Services Agreement)
 - [OGC Master Services Agreement Template*](#)
 - *Certificate of Insurance***
 - *Risk Assessment/TX-RAMP Certification (if applicable)*
 - **Sole Source Documentation (if applicable)*****
 - [Food Justification Form \(if applicable\)****](#)
- Non-Renewal/Termination of Contract
 - *Fully executed Contract to be Terminated*
 - *Statement of Justification or Reason*
- Performer / Artist
 - [OGC Performer / Artist Agreement Template*](#)
 - *Certificate of Insurance***
- Professional Services Agreement
 - *OGC Professional Services Agreement Template**
 - *Certificate of Insurance***
 - *Hub Subcontracting Plan (if over \$100k)*
 - *Board of Regents approval (if over \$500k)*
 - *Form 1295 (if \$1 million+)*
 - *Disclosure Statement (if \$1million +)*
 - *Performance Bond (submitted after PO is issued)*
 - *Payment Bond (submitted after PO is issued)*
- Psychiatry (CAPS)
 - [OGC Psychiatry Contractor Template*](#)
 - *Certificate of Insurance***
 - *Risk Assessment (if applicable)*
- Software/Cloud Services
 - *Vendor Contract / Order Form*
 - *Terms and Conditions (if separate from the order form)*
 - *Some contracts contain hyperlinks to additional terms and conditions and/or policies within the order form.*
 - *Sole Source Documentation (if applicable)****
 - *Risk Assessment / Low Risk email*
 - *TX-RAMP Certification (if applicable)*
 - *If the contract is for a cloud service, the vendor may be subject to TX-RAMP certification from the State of Texas. The certification process will require additional vetting and may increase the time to procure cloud services.*
 - *Accessibility Conformance Report (VPAT)*
 - *If the Supplier does not provide an ACR/VPAT, then you must provide a completed [Accessibility Exception Request Form](#)*
 - *Certificate of Insurance / Waiver email (From Risk Management)***
- Supplier Contract (NON-IT Services)
 - *Vendor Contract / Order Form*
 - *Terms and Conditions (if separate from the order form)*

- *Some contracts contain hyperlinks to additional terms and conditions and/or policies within the order form*
 - *Certificate of Insurance / Waiver email from Risk Management***
 - *Sole Source Documentation (if applicable)****
 - [Food Justification Form](#) (if applicable)****
- *Virtual Guest Lecturer*
 - [OGC Virtual Guest Lecturer Agreement*](#)

****Certificate of Insurance**

- The default requirements for vendors include general liability, workers compensation, and employers' liability coverage meeting [TWU's Third Party Insurance Standards](#). Additional coverage may be needed depending on the type of activities involved (e.g. commercial automotive, professional liability, cyber, etc.), and exceptions to some of the default requirements are possible as well. At minimum, the COI ([see example](#)) must have the following:
 - Naming "Texas Woman's University System and its Board of Regents, officers, employees, agents, and volunteers" as Additional Insureds;
 - Endorsement to provide a Waiver of Subrogation in favor of "Texas Woman's University System and its Board of Regents, officers, employees, agents, and volunteers"; and
 - Endorsement to be primary and noncontributory with any other insurance coverages or retention carried by TWU.

*****Sole Source Documentation**

- Required when only one vendor is available for goods/services requested or when only one product will meet your needs
 - For purchases over \$20,000, the State of Texas requires that state agencies obtain three bids, two of which must be obtained from state Historically Underutilized Businesses (HUBs). If any are "No Bid", you must obtain a 4th bid from any vendor.
 - PCS must have documentation of all exceptions to this requirement.
- The Sole Source Documentation is incorporated into the ticket. You must select yes if it qualifies as a Sole Source and answer the questions appropriately.

******Food Justification Form**

- Required for all contracts purchasing food
 - PCS uses this form to ensure the requesting department is certifying that the food purchase is:
 - not in violation of the funding's spending guidelines; and
 - for the advancement of the educational function of the University

Cooperative Purchasing

These are 3rd party organizations that TWU are members of. When you utilize a vendor that is on these agreements it satisfies ALL bid requirements.

Products and services offered have been established through open competition and meet state purchasing and competitive bid requirements. All State contracts have been competitively bid or are considered set-asides and therefore, do not require any additional procurement steps on behalf of the University. You can find a list of these contracts on the [Cooperative Purchasing Procurement Website](#).