

**University of Houston  Clear Lake
COMPLETING THE STANDARD PURCHASING AGREEMENT**

Business Term Changes - Any last-minute handwritten changes to the business terms of the contract must be initialed by all signers of the contract.

Legal Term Changes - Any changes to the legal terms of the contract must be sent to Contract Administration to be reviewed by OGC.

The contract should be sent unsigned to the vendor. If the vendor returns the contract electronically, it must be legible. If there is ANY doubt as to whether the document is legible, forward it to Contracts Administration for verification BEFORE UHCL signatures are obtained.

The UHCL signature on the contract must be that of either the President, the Senior Vice President for Academic Affairs and Provost or the Vice President for Administration and Finance.

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Sections that must be completed are:

Preamble - Click on the drop-down menu to select University of Houston-Clear Lake.
Enter name of department. Enter legal name of Contractor.

Section 1 TERM - Enter the beginning and ending dates of the agreement.

NOTE: If the Contractor will be reimbursed for travel, the dates of travel must be covered by the term of the agreement.

Section 2 SERVICES—Insert a detailed description of the goods and/or services to be provided by Contractor *including the location at which the services will be performed.*

If there is an event name (e.g., Hawk Premier, Open House, etc.), be sure to include the name of the event. If restricted funds are used for the encumbrance, be sure to state whether the event is for students, faculty or staff.

If there is not enough room in this section, attach the standard form Appendix A to the agreement and enter a short description in Section 2 of the goods and/or services to be provided by the Contractor along with this statement, "For a more detailed description of the goods and/or services to be provided under this Agreement, see Appendix A attached."

If attaching Appendix A, check the box within Section 2.

Section 3 COMPENSATION – Check one box only.

Option 1: Fixed Price Contract. Select this option if the Contract price is based on an exact amount.

Option 2: Total Contract price will be based on a calculation. Select this option if the Contractor will be paid a price using a calculation.
The calculation must be stated (e.g., \$13.50 per person attending the event).

Option 3: Service Order based. Select this option if the contract will be performed on a service-order basis. **(This option is rarely used.** Contact Contract Administration before selecting this option.)

For any option selected, do not leave the dollar (\$_____) amount line blank. Contractor will only receive payment up to the maximum amount that is provided in this section.

Section 6 CONTRACTOR'S STATUS AND RESPONSIBILITIES - Box must be checked if Contractor is an individual and has been a temporary or permanent employee of the State of Texas (including any component of the UH System) within the past 2 years.

Section 22 TERMINATION FOR CONVENIENCE -The number of days written notice needed to terminate the contract is now set at 30 days. However, if 30 days is too long, strike through the word "thirty" and the number "30" and legibly write in the word and number of the new number of days notice agreed upon by UHCL and the Contractor. The person that signs the agreement for both UHCL and the Contractor must initial this change. NOTE: A good indication of the number of days notice required is the amount of time it would take to replace this Contractor OR the time it took to find the current Contractor.

Section 23 NOTICE - Enter name of UHCL staff and Contractor personnel and any other party Contractor specifies must receive notice of changes (if any) to the contract.

Section 34 FOREIGN NATIONAL INFORMATION ADDENDUM - Contractor must identify their status. If Contractor identifies as an individual and a Foreign National, you must have the Contractor complete the [Foreign National Information Addendum](#) and it must be submitted along with the Contract.

NOTE: General Counsel Immigration Services is required to review the Foreign National Information Addendum for all visa types except B-1 visa and W-B stamp, so the addendum must be submitted to Contract Administration at UHCLProcurement@uhcl.edu for review **at least three weeks before services will be performed.**

Insurance Requirements Waiver - Any waiver of insurance requirements of the agreement should be submitted to the UHCL Director of Risk Management using the Insurance Waiver Request form (available on the Contract Forms webpage under Miscellaneous Forms). Either the approved waiver or certificate of insurance must be submitted with every Standard Purchasing Agreement. Allow at least 5 business days for the waiver request to be processed.

Signature Block - Click on the drop-down menu to select University of Houston-Clear Lake. Enter the name and title of the person that will sign the agreement for both UHCL and the Contractor. NOTE: The Title field should indicate the signer's Business Title of the signer if the Contractor is a Company. If the Contractor is an individual, the Title field may be left blank.

If you have questions, please call Contract Administration at Ext. 2150.

All forms are available on the [Contract Administration](#) web page.