

## University of Houston Clear Lake COMPLETING THE PERFORMER AGREEMENT

Any last-minute handwritten changes to the business terms of the contract must be initialed by all signers of the contract. 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:**

**Paragraph 1** - Enter date the agreement is being prepared. Click on the drop-down menu to select University of Houston-Clear Lake. Enter the name of department and legal name of Performer and Agent (if any). If Performer is NOT represented by an agent, check that box.

**ENGAGEMENT** - Enter the information in each field regarding the performance.

Additional activities:

- If the Performer will be reimbursed for travel, enter that information in this section. NOTE: The dates of travel must be covered by the dates of the agreement.
- If the Performer will be providing additional goods and/or services such as training manuals, etc., enter that information in this section.
- If there is not enough room in this section to provide all necessary details, enter a short description of the additional terms along with the statement, "For a more detailed description of the additional activities, see attached Appendix A." Then complete and attach the standard form Appendix A (available on the Contract Forms webpage under Miscellaneous Forms) to the agreement.
- If there is an event name (e.g., Hawk Premier, Report to the Community, Open House, etc.), be sure to include the name of the event in this section. If restricted funds are used for the encumbrance, be sure to state whether the event is for students, faculty or staff.

**Section 1 OBLIGATIONS OF PERFORMER** - Information must be provided for items a, b and h of this section.

**Section 2 OBLIGATIONS OF UNIVERSITY** - Information must be provided for items a, d, e, g and h of this section. Note for item h: Provide number of days written notice needed to terminate the contract. A good indicator of the number of days to be entered in this space is the amount of time it would take to replace this vendor or the time it took to find the current vendor.

**Section 3 COMPENSATION** - Item a should indicate the TOTAL amount of the payment to the Performer.

Item b provides a place to indicate whether the total amount paid to the Performer includes an amount paid for food, lodging and transportation. The two fields in item b should not equal more than the total entered into item a.

**Section 4 GENERAL PROVISIONS** - In item j of this section, enter the name and address of UHCL staff and Performer and/or Agent to whom notices regarding changes to the contract (if any) should be sent.

n. **FOREIGN NATIONAL INFORMATION ADDENDUM** – Performer must identify their status. If Performer identifies as an individual and a Foreign National, you must have the Performer complete the Foreign National Information Addendum and it must be submitted along with the Contract to Procurement. This form can be found at:

<http://www.uh.edu/legal-affairs/contract-administration/contract-documents/amendments-addenda/>

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.**

**Signature Block** - Click on the drop-down menu to select University of Houston-Clear Lake. Enter the name and title of the person(s) that will sign the agreement for UHCL and the address and name of the departmental contact. Then enter the information regarding the person that will sign the agreement for the Performer and/or Agent. NOTE: If the Performer is an individual, the Title and Business fields may be left blank. If the Performer is being represented by an Agent, only the Agent is required to sign the agreement.

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

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