

SIGNATURE AUTHORITY FOR CONTRACT DOCUMENTS

Contract Manager:

Unless otherwise noted, the following documents are reviewed and signed as approved for content by the Contracts Manager at all dollar amounts:

- Professional Service Provider Contracts and Addenda
- Construction Contracts (Including JOC and CMR GMPs)
- Change Orders
- TPC Budget Letter and Encumbrance Requests
- Justification Letters for Sole Source and Change Orders (initials only)
- Job Order Contracts for Open Order Labor
- Review of 100% bid package (Contracts Manager initials after all approvals are received)

Threshold Limits for additional approvals:

Construction Contracts:

- TPC below \$4M: Director, Project Management & Construction Services
- \$4M and above: President
Routed for review through Director, Project Management & Construction Services,
Associate Vice President, Office of Campus Planning & Project Management, and
Senior VP & CFO of Financial and Administrative Services

Non-Construction Contracts:

- Contracts below \$1M: Director, Project Management & Construction Services
- \$1M and above: President
Routed for review through Director, Project Management & Construction Services,
Associate Vice President, Office of Campus Planning & Project Management, and
Senior VP & CFO of Financial and Administrative Services

Change Orders for Construction Contracts over \$100,000:

Increase from original construction contract amount:

- Up to 49%: Director, Project Management and Construction Services
- 50% and above: Associate Vice President, Office of Campus Planning & Project Manager (additional justification required)

Change Orders for Construction Contracts under \$100,000:

- All: Director, Project Management and Construction Services

Exclusive Acquisition Justification (Sole Source) Contracts (PSP and Construction):

- Up to \$100,000: Director, Project Management and Construction Services

- Over \$100,000: Associate Vice President, Office of Campus Planning & Project Management

Non-Construction/PSP Exclusive Acquisition Justification (Sole Source):

For procurements processed through the Purchasing Office and contracts processed through Business Contracts:

- Up to \$100,000: Purchasing Staff/Senior Buyer
- \$100,000-\$250,000: Purchasing Management
- \$250,000-\$1,000,000: Asst. Vice President of Procurement, Business Contracts and Payment Services
- Over \$1,000,000: Senior VP & CFO of Financial and Administrative Services

Job Order Contracts:

- Up to \$500,000 Director, Project Management and Construction Services (additional justification required for \$250,000 and above)
- Over \$500,000 Associate Vice President, Office of Campus Planning & Project Management

All Job Order Proposals exceeding \$100,000 require an in-house cost estimate review to verify accuracy and proper use of Means line items. Job Order proposals below the \$100,000 may also be reviewed in-house for verification of accuracy. The cost estimate review will be completed concurrently with the normal review of the proposal.

Board of Regents Approval:

Contracts associated with a specific project(s), construction and non-construction:

- \$10M or more

Contracts not associated with a specific project (i.e., master agreements), construction and non-construction:

- \$2.5M or more

The Board of Regents meet quarterly, and submissions require approximately 3 months total processing time in advance of the meeting.