

RP.1.2 RELLIS Campus Contract Review and Approval

Approved September 15, 2023

Next Scheduled Review: September 15, 2028



Procedure Summary

This procedure specifies contract review and approval requirements for the members of The Texas A&M University System (system) as it relates to contracts involving the RELLIS Campus. The purpose of this procedure is to have each member provide sufficient information as needed to allow the RELLIS Administration to de-conflict activities, ensure minimal impact to other members, and confirm sufficient infrastructure availability on the RELLIS Campus before the execution of a legal binding agreement.

Procedure

1. GENERAL

- 1.1 System Regulation *02.03.01, RELLIS Campus*, specifies the activities that fall under the responsibility of the RELLIS Administration as a part of the System Offices and led by the director of the RELLIS Campus, including but not limited to the maintenance, management, operations, and overall coordination of the RELLIS Campus.
- 1.2 *The System Office's Delegation of Authority for Contract Administration* authorizes the director of the RELLIS Campus to sign and approve all RELLIS Campus leases, licenses, permits, and facility use agreements.
- 1.3 All communication to the RELLIS Administration as it relates to contracts and sponsored agreements must be directed to RELLIS Finance (see Contact Office information).

2. CONTRACT REPORTING

- 2.1 Each member must submit for review and approval all relevant materials to the RELLIS Administration before entering into a legally binding agreement that:
 - (a) May impact other stakeholders at the RELLIS Campus.
 - (b) Necessitates the utilization of or material change to RELLIS Campus property external to a facility to include, but not be limited to, ground space, roadways, waterways, air space, frequency bandwidths, and utilities.
 - (c) Necessitates the restriction of access by personnel to areas of the RELLIS Campus.
 - (d) Involves materials and/or activities that are potentially hazardous to individuals.
- 2.2 Members must submit a completed RELLIS Campus Contract Review Form to RELLIS Finance. The Contract Review Form template can be found online (see Appendix).

In the event a member conducts recurring activities or programs, a Contract Review Form may be completed on an annual basis. All activities covered by the Contract Review Form must be identical in location, duration, programmatic requirements, potential hazard, and general impact to the RELLIS Campus. In the event there is a material change to the activities/program, a new Contract Review Form must be submitted to RELLIS Administration.

- 2.3 The RELLIS Administration has up to five (5) business days to review a contract and approve or otherwise notify the member if additional review is needed. The RELLIS Administration accommodates special requests for expedited review if possible. For expedited review requests, the member must contact the RELLIS Campus deputy director.
- 2.4 The RELLIS Administration must work with the members to accommodate the desired use of RELLIS Campus property. In the event of conflict, RELLIS Administration may request modification to the contract or decline to approve if the contract is not in line with RELLIS guidelines or the vision as articulated by the chancellor.
- 2.5 Upon contract execution, each member must submit to the RELLIS Administration a final signed copy of the contract and any subsequent amendments and/or addenda signed thereafter.

Related Statutes, Policies, or Requirements

[System Regulation 02.03.01, RELLIS Campus](#)

[System Regulation 25.07.01, Contract Administration, Delegations and Reporting](#)

[System Policy 41.01, Real Property](#)

[System Offices Chancellor's Delegation of Authority for Contract Administration](#)

Appendix

[RELLIS Campus Contract Review Form](#)

Contact Office

RELLIS Finance
contracts@rellis.tamus.edu
(979) 317-1015