

# RP.1.2 RELLIS Campus Contract Review and Approval

Revised June 23, 2025  
Next Scheduled Review: June 23, 2030



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## Procedure Summary

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This procedure specifies contract review and approval requirements for the members and offices of The Texas A&M University System (system) as it relates to contracts and formal solicitations involving the RELLIS Campus. The purpose of this procedure is to have each member or system office provide sufficient information as needed to allow 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 contracts or posting formal solicitations.

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## Procedure

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### 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 RELLIS Campus leases, licenses, permits, facility use agreements, and other grants of rights related to RELLIS real property.
- 1.3 All communication to the RELLIS Administration as it relates to contracts or formal solicitations must be directed to RELLIS Finance (see Contact Office information).

### 2. REPORTING AND REVIEW

- 2.1 Each member must contact the RELLIS Administration before entering into a contract or posting a formal solicitation that:
  - (a) May impact other stakeholders at the RELLIS Campus.
  - (b) Necessitates the utilization of, encumbrance of, or material change to RELLIS Campus property external to an existing 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 hazardous materials and/or activities that may be hazardous to individuals.

- 2.2 Each member or system office must submit all relevant materials to the RELLIS Administration for review and approval, based on the type of activity, as outlined below:
- (a) One-Time Contracts – Complete and submit a *Contract Review Form* to the RELLIS Administration for each distinct contract. The form template can be found online (see Appendix). Upon contract execution, the member or system office must submit a final signed copy and any subsequent amendments or addenda to the RELLIS Administration.
  - (b) Recurring Contracts – Complete one *Contract Review Form* annually if the recurring activities are identical in location, duration, programmatic requirements, potential hazards, and overall impact to the RELLIS Campus. If any material change occurs, a new *Contract Review Form* must be submitted. Members must submit a final signed copy and any subsequent amendments or addenda to the RELLIS Administration.
  - (c) Formal Solicitations – Notify RELLIS Administration of the intent to issue a solicitation as soon as the scope and timeline are defined. Submit all solicitation materials to the RELLIS Administration for review and approval prior to posting to AggieBuy and/or the Electronic State Business Daily (ESBD). A RELLIS Administration representative will be appointed to the selection committee.
  - (d) Permanent Modifications or New Construction – Follow RELLIS Procedure 4.1, *RELLIS Planning and Design Review Board*, and submit applicable materials to the RELLIS PDRB.
- 2.3 The RELLIS Administration has up to five (5) business days to review submitted documents 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 will work to accommodate the desired use of RELLIS Campus property. In the event of conflict, RELLIS Administration may request modifications or withhold approval if the proposed activity does not align with RELLIS guidelines or the vision as articulated by the chancellor.

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## Related Statutes, Policies, or Requirements

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[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](#)

[RELLIS Procedure 4.1, RELLIS Planning and Design Review Board](#)

## Appendix

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[RELLIS Campus Contract Review Form](#)

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### Contact Office

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RELLIS Finance  
[contracts@rellis.tamus.edu](mailto:contracts@rellis.tamus.edu)  
(979) 317-1015