

OIA: Contracts+ Timeline

Contract Type	Supplier Registration Timeline (For new contracting parties only)	Shared Information Workflow	UTRGV/Legal Review Timeline	Signature Timeline
Standard	5-10 business days	Not applicable	3-5 business days	7-10 business days
Non-Standard	5-10 business days	1-5 business days (per office)	60-90 or more business days for negotiations	7-10 business days

Standard Contracts:

Standard contracts are forms developed and approved by the UT System Office of General Counsel.

Non-Standard Contracts:

Non-standard contracts are forms that contain substantive changes to a standard contract form or forms that are not developed and approved by the UT System Office of General Counsel. These contracts require Legal Counsel review and approval.

Non-substantive changes to a standard contract does not require Legal Counsel. (Changes to the names of parties, amount of consideration, date, and term are examples of non-substantive changes.)

NOTE:

Using a standard contract will help expedite the review and approval process since Legal Counsel review is not required.