The University of Texas Rio Grande Valley

OIA: Contracts+ General Process

Department Creates Request in Contracts+

- Requesting department submits the contract request form and supporting documentation in Contracts+

Contacts+

- Contracts+ workflow begins

Supplier Registration

- **New contracting party:** contract request will be routed for supplier registration
- 5-10 business days
- **Payments to new contracting party:** please follow the PaymentWorks registration on iShop
- **Existing contracting party:** system will bypass this step

Shared Information Workflow (FERPA/HIPPA/etc.)

- **Non-standard contracts:** if sharing personal information or contains a clause where personal information applies (FERPA, HIPPA, GDPR, Personal Information), contract will be routed to the appropriate office for approval
- 1-5 business days per office

Contract Request is Sent to Work Group

- Request is released to Work Group

Educational Agreements (OIA) Review

- **Complete contracts:** OIA will review and create a new contract record
- 3-5 business days
- **Incomplete/error contracts:** OIA will review and return to the requestor to complete or correct

Non-Standard Contracts (Standard Contracts with Substantive Changes)

- Contract will be sent to UTRGV legal counsel to begin review

Legal Review

- UTRGV legal counsel's feedback will be incorporated into the contract

Educational Agreements (OIA)

- OIA will receive feedback and forward to the department and/or second party

- 60-90 or more business days for the negotiation process

Second Party

- **Agree to UTRGV legal feedback:** Contract is finalized and sent for signature
- **Disagree to UTRGV legal feedback:** UTRGV legal is advised and negotiations continue (If unable to agree on terms, contract will be cancelled)

Signatures

- UTRGV signatures, including UTRGV legal counsel, are requested through DocuSign
- 7-10 business days

Department Receives Contract

- All parties will receive a copy of the UTRGV signed contract

Standard Contracts

- Contract is approved and sent for signature

Signatures

- UTRGV signatures are requested through DocuSign
- 7-10 business days

Department Receives Contract

- All parties will receive a copy of the UTRGV signed contract

Department | Contacts+ | OIA | Legal | Second Party | DocuSign

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