

Texas Tech University System

Regulation 01.07

Review of Health Care Services Contracts per Regents Rule – 07.12.4.c

Approved: 11/21/2017

Next Scheduled Review: November 2022

1. General

- a. The purpose of this regulation is to outline the review process of the TTUS Office of General Counsel and the TTUS vice chancellor and chief financial officer (VCCFO) related to contracts meeting the criteria outlined in Regents' Rules 07.12.4.c.
- b. Regents' Rules – 07.12.4.c delegates to the presidents of health-related institutions the authority to approve the proposals and execute and sign contracts for health-related services. This delegation is limited to contracts with entities for which the institution has an ongoing and continuing contractual relationship, to include: revenue contracts from which the institution receives payment for health-related services; participation in health provider networks; resident or faculty support; and expense contracts with healthcare providers or suppliers necessary to fulfill the obligation to provide health related services as part of a revenue contract.
- c. Before such a contract may be executed, the president shall obtain the prior review of the TTUS Office of General Counsel and the TTUS vice chancellor and chief financial officer, or their designees.

2. Standards

- a. Contracts will be processed in accordance with institutional contracting procedures which includes review by the Office of General Counsel.
- b. The TTUS VCCFO will review the contract to ensure that it meets the criteria for delegation of authority outlined in Regents' Rules – 07.12.4.c. The contract along with Attachment A should be submitted to the VCCFO for review.
- c. Due to the time sensitivity of the contracts, the VCCFO will strive to complete the review within 2 business days. A shorter review period may be requested if necessary.
- d. To facilitate the short review period, draft agreements should be sent to the Office of General Counsel and the Office of the Chief Financial Officer early in the contracting process to allow time to address any questions.

Contact Office: Office of the Vice Chancellor and Chief Financial Officer
806-742-9000



TEXAS TECH UNIVERSITY SYSTEM

**Health Care Component Institution
Continuing Contractual Relationship**
Regents' Rules 07.12.4(c)

Institution _____

Basis for Delegation:

Health Services Revenue

Revenue Support (Expense)

Health Provider Network

Resident or Faculty Support

Other _____

Proposed Contract:

Contract Number _____

Company Name _____

Institutional Contract Manager _____

Institutional Department _____

Full Contract Value \$ _____

Annual Contract Value \$ _____

Proposed Contract Term ____ Years

Start Date _____ End Date _____

Statement of Purpose

Prior / Related Contract:

Contract Number _____

Company Name _____

Description

Full Contract Value \$ _____

Prior Year Value \$ _____

Completed Contract Term ____ Years

Start Date _____ End Date _____

Component Reviewers:

Contracting Office _____
Name

General Counsel _____
Name

Approvals:

Health Care Component CFO _____
Signature

Date _____

Vice Chancellor & CFO _____
Signature

Date _____