

## 25.07.99.B1 Contract Administration

Approved August 23, 2019  
Reviewed September 2, 2020  
Next Scheduled Review: September 2, 2025



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### Rule Summary

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- The Texas Division of Emergency Management has a shared services contract with the Texas A&M Engineering Experiment Station for contracts and procurement.
  - All contract processes and contracts will follow the System Contract Management Handbook and the Division's delegation of authority document.
  - This rule meets the requirements of System Policy 25.07
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### Rule

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#### 1. Contract Administration Process

- 1.1 All contracts for the Division, whether procured through the Division, or through the Texas A&M Engineering Experiment Station, will be originated, recommended, approved, executed, administered, closed out, and reported in compliance with the System Contract Management Handbook.
  - 1.2 The Division Delegation of Authority for Contract Administration specifies the individuals through which documents will be routed and approved.
  - 1.3 Contract administration will be the responsibility of the Chief Financial Officer.
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### Related Statutes, Policies, or Requirements

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- [Texas A&M University System Policy 25.07](#)
  - [Texas A&M University System Regulation 25.07.01](#)
  - [Texas A&M University System Contract Handbook](#)
  - Division Delegation of Authority for Contract Administration
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### Contact Office

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