Simulation Program
Operating Policy and Procedure Manual

SIM OP: 90.360 Contracts

PURPOSE: The purpose of this policy is to provide a process for Simulation Program contracts, e.g. memorandums of understanding.

REVIEW: The Simulation Program OP will be reviewed September 1 of each even-numbered year by the Executive Director of the Centers.

POLICY/PROCEDURE

1.0 Policy

All Simulation Program contracts follow:
- Regents’ Rules, Section 07.12 Contracting Policies and Procedures
- HSC OP 54.01, Contracting Authority and Policy
- HSC OP 54.02, Contracting Procedures
- HSC OP 10.11, Delegation of Authority by the President

Additionally, the Simulation Program utilizes the services provided through the TTUHSC institution’s contracting website: [http://fiscal.ttuhscedu/contracts](http://fiscal.ttuhscedu/contracts) which provides: a) an online system that allow users to submit, review, amend and search for contracts, b) templates and guidance documents, and c) reviewer/general counsel portal.

As defined by the Regents’ Rules, “contracts include, but are not limited to: letter agreements, cooperative agreements, memorandums of understanding, interagency contracts, grants, loans, easements, licenses, leases, permits and restrictions on acceptances of gifts and bequests. Other parties include, but are not limited to: federal, state and local agencies, nonprofit organizations, private businesses, corporations, limited liability entities, partnerships and individuals”.

2.0 Procedure

A. All Simulation Program contracts must be reviewed and approved by the Simulation Program Executive Director.
B. The authority to sign and execute Simulation Program contracts is the TTUHSC Vice President and Chief Financial Officer.

C. Contracts are not initiated until TTUHSC Office of General Counsel approves the agreement.

D. TTUHSC institutional policy HSC OP 54.02 requires each contract to have a Contract Manager to oversee the contracting process. The Simulation Program Managing Director serves in that capacity.

E. Contracts are renewed three to six months prior to the end of the term of the contract.

MR/SB/SD
Adopted: 7/14/2020
Date of last revision: