

## Instructions for Completing the Interagency Cooperation Contract

This Interagency Cooperation Contract should be used between the University of Houston and another state agency. The purpose of this Agreement is to outline the services, payment, and terms of the Agreement between those two entities.

To complete the form:

1. In the first paragraph, insert the effective date;
2. In the first paragraph, insert the state agency;
3. In Clause 1, insert the names of the Receiving and Performing Agencies;
4. In Clause 2, include a statement of the services that are going to be performed;
5. In Clause 3, include a basis for calculating the reimbursable costs;
6. In Clause 4, insert the total maximum amount of the contract;
7. In Clause 5, paragraph 2, insert how the billing will be accomplished, i.e., weekly, monthly, etc.;
8. In Clause 6, enter the Start and End Dates of the contract;
9. In Clause 9, (b) and (c), enter the Statute, Constitution or Special Provision of Appropriation Bill that grants authority to both the Receiving and Performing agencies to contract for the services performed under this contract; and
- 10. Sign, date and enter name and title of the authorized representatives of both agencies.**

## INTERAGENCY COOPERATION CONTRACT

This Contract ("AGREEMENT"), effective \_\_\_\_\_, is entered into by and between the State agency University of Houston ("UH") an agency of the State of Texas pursuant to Chapter 111, Texas Education Code, and the State agency [Agency] ("AGENCY"), pursuant to the authority granted and in compliance with the provisions of the Interagency Cooperation Act, Chapter 771, Texas Government Code.

**1. Contracting Parties.** The Receiving Agency ("RECEIVING AGENCY") is \_\_\_\_\_. The Performing Agency ("PERFORMING AGENCY") is \_\_\_\_\_.

**2. Statement Of Services To Be Performed.** (Continue on the backside should more space be required.)

**3. Basis For Calculating Reimbursable Costs.** (Continue on backside should more space be required.)

**4. Contract Amount.** The total amount of this contract shall not exceed: \_\_\_\_\_.

**5. Payment For Services.** RECEIVING AGENCY will pay for services received from appropriation items or accounts of the RECEIVING AGENCY from which like expenditures would normally be paid, based upon vouchers drawn by the RECEIVING AGENCY payable to PERFORMING AGENCY.

Payments for services performed will be billed: \_\_\_\_\_ (weekly, monthly, lump sum, etc.) and RECEIVING AGENCY shall make payments to PERFORMING AGENCY within a reasonable time from RECEIVING AGENCY's receipt of (weekly, monthly, lump sum, etc.) invoices prepared to PERFORMING AGENCY's usual format and detail (including appropriate certification).

Payments received by the PERFORMING AGENCY will be credited to its current appropriation item(s) or account(s) from which the expenditures of that character were originally made.

**6. Term Of Contract.** This AGREEMENT is to begin \_\_\_\_\_ and terminate \_\_\_\_\_. (Term of AGREEMENT should not transcend the biennium.)

**7. Termination.** Either party may, by providing written notice to the other party thirty (30) days in advance, terminate this AGREEMENT in whole or in part at any time. Upon notice, PERFORMING AGENCY shall (a) immediately discontinue all services affected

(unless the notice directs otherwise) and (b) deliver to RECEIVING AGENCY all reports for and/or accumulated by PERFORMING AGENCY in performing this AGREEMENT, whether completed or in process. Upon termination of this AGREEMENT, all equipment acquisitions purchased pursuant to this AGREEMENT remain with and become the property of PERFORMING AGENCY. Subject to Article IV, PERFORMING AGENCY shall be reimbursed for services performed before termination date and reasonable costs associated with delivery requirements set forth in (b) above.

**8. Governing Law.** The laws of the State of Texas and the United States govern the validity and interpretation of this AGREEMENT and the legal relation of the parties.

**9. Miscellaneous.**

(a) The UNDERSIGNED CONTRACTING PARTIES certify that:

(i) the services specified above are necessary and essential for activities that are properly within the statutory functions of the affected agencies of State Government;

(ii) the proposed arrangements serve the interest of efficient and economical administration of the State Government; and

(iii) the services, supplies, or materials contracted for are not required by section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest responsible bidder.

(b) RECEIVING AGENCY further certifies that it has the authority to contract for the above services by authority granted in

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(Statute, Constitution, Special Provision of Appropriation Bill)

(c) PERFORMING AGENCY further certifies that it has the authority to perform the services contracted for by authority granted in

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(Statute, Constitution, Special Provision of Appropriation Bill, e.g., Section 65.31 Tex. Edu. Code and Current Appropriations Act)

The parties have caused this AGREEMENT to be executed by their duly authorized representatives.

PERFORMING AGENCY

By \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

RECEIVING AGENCY

By \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

