

THE STATE OF TEXAS

Contract Number _____

COUNTY OF TRAVIS

INTERAGENCY COOPERATION CONTRACT

THIS CONTRACT AND AGREEMENT is entered into by and between the State agencies shown below as Contracting Parties, pursuant to the authority granted and in compliance with the provisions of "The Interagency Cooperation Act", Article 4413 (32) V.T.C.S.

I. CONTRACTING PARTIES:

The Receiving Agency: _____

The Performing Agency: _____

II. STATEMENT OF SERVICES TO BE PERFORMED: (See Instructions on Page 4)

III. BASES FOR CALCULATING REIMBURSABLE COSTS: (See Instructions on Page 4)

IV. CONTRACT AMOUNT:

The total amount of this Contract shall not exceed: _____
(Words and figures)

V. PAYMENT FOR SERVICES: (See Instructions on Page 4)

Receiving Agency shall 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 service performed shall be billed: _____
(Weekly, monthly, lump sum, etc.)

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shall be credited to its current appropriation item(s) or account(s) from which the expenditures of that character were originally made.

SCHEDULE A

II. STATEMENT OF SERVICES TO BE PERFORMED: (Continued from Page 1)

III. BASES FOR CALCULATING REIMBURSABLE COSTS: (Continued from Page 1)

VI. TERM OF CONTRACT:

This Contract is to begin _____, and shall terminate _____ (Term of Contract cannot transcend the biennium.)

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the effected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government, and (3) 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.

RECEIVING AGENCY further certifies that it has the authority to contract for the above services by authority granted in _____ (Statute, Constitution, Special Provision of Appropriation Bill)

PERFORMING AGENCY further certifies that it has authority to perform the services contracted for by authority granted in _____ (Statute, Constitution, Special Provision of Appropriation Bill)

SUBJECT TO THE APPROVAL of the State Purchasing and General Services Commission, the undersigned parties bind themselves to the faithful performance of this contract. It is mutually understood that this Contract shall not become effective until approved by the State Purchasing and General Services Commission, and that such approval must be obtained prior to the beginning date of the Contract.

RECEIVING AGENCY

PERFORMING AGENCY

Name of Agency
By: _____
Authorized Signature

Title
Date: _____

Name of Agency
By: _____
Authorized Signature

Title
Date: _____

EXAMINED and APPROVED this the _____ day of _____, AD., 19 _____

STATE PURCHASING AND GENERAL SERVICES COMMISSION

By: _____

INTERAGENCY CONTRACTS, GENERAL INSTRUCTIONS

CONTRACT PREPARATION AND SUBMISSION FOR APPROVAL

1. Services amounting to Two Thousand Five Hundred Dollars (\$2,500.00) or more for the fiscal year must be in writing on State Purchasing and General Services Commission Form No. 303-03-015.* Prior approval by the State Purchasing and General Services Commission is required before effective date.
2. An original and two copies of the proposed contract, properly executed by the contracting agencies, must be submitted to the State Purchasing and General Services Commission. Upon approval, the State Purchasing and General Services Commission will execute and number the three documents and forward one copy to each contracting agency.
3. Paragraph II. The kinds and amounts of services to be rendered must be specifically listed and in sufficient detail to clearly describe the services contracted for. If additional space is needed, please prepare an attachment labeling it Schedule A.
4. Paragraph III. A basis for calculating reimbursement must be shown for each of the kinds of services listed in Paragraph II—"Statement of Services to be Performed", such as services of employees, service of materials, services of equipment, services of consultant, subcontracting cost or purchase of equipment.
5. Paragraph V. All vouchers for reimbursement must be submitted on the Comptroller's Interagency Transaction Voucher Form No. 73-140 (Revised 1-90/2) by the performing agency, and must be submitted to and approved by the State Purchasing and General Services Commission before payment, regardless of funds used. Voucher statements must coincide or "match up" with each of the items of contract services listed in Paragraph II.

*INTERAGENCY SERVICES AMOUNTING TO LESS THAN TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00)

An interagency service amounting to less than Two Thousand Five Hundred Dollars (\$2,500.00) does not require a written contract or advance approval by the State Purchasing and General Services Commission. However, the reimbursement voucher must be processed through the State Purchasing and General Services Commission, itemizing the services performed and containing this statement:

"Interagency services performed as authorized in Article 4413(32), Sec. 4, V.T.C.S."