

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 7.13

Subject: Contract Management

Effective Date:

Approved By: KH / 2-6-13  
City Manager / Date

Jana Clark 2-5-13  
Director / Date

I. PURPOSE

The purpose of this policy is to help streamline and manage the multiple non-grant, non-bid related contracts or service agreements that the City of Beaumont manages and oversees.

- A. The policy of the City of Beaumont is to be actively aware of whom it has ongoing contracts with, the terms and conditions of those contracts, the duration of those contracts, to know specifically which city department is responsible and accountable for the performance of those contracts, and to know who from the city should be contacted should someone request information related to those contracts.
- B. This policy shall govern the management of non-grant, non-bid related contracts. For the purposes of this policy, non-grant, non-bid contracts include but are not limited to: franchise agreements, industrial district contracts, interlocal agreements, economic development contracts, leases, contract employees, MOUs and right-of-way agreements.
- C. Professional services contracts, such as architectural, engineering, accounting or other such services that are exempt from competitive bid as defined by Texas Government Code Chapter 2254 are exempt from this policy, but are not exempt from other such policies that may govern their use.

II. OBJECTIVES

- 1. To ensure that contracts, as defined in Section III subsection A of this policy, receive proper authorization from the Beaumont City Council prior to execution.
- 2. To establish a comprehensive and effective contract management policy.
- 3. To allow for the decentralized implementation and management of non-grant, non-bid contracts.

4. To share terms, conditions, duration, and points-of-contact for city contracts among city departments.
5. To centralize the filing and storage of non-grant, non-bid contracts.
6. To establish a city-wide contract database.

### III. DEFINITIONS

- A. Contract – All non-grant, non-bid contracts, agreements, arrangements, deals, leases, understandings or other such terms that represent an obligation either to or from the City of Beaumont. This definition shall include contracts entered into with individuals, private companies, corporations or their subsidiaries or subdivisions, non-profit organizations, community development organizations, professional associations, governmental entities, their agents or their political subdivisions. Contract, as defined herein, does not include goods, commodities, or services that would normally be acquired through the procurement process.
- B. Active Contracts – Ongoing and enforceable contracts that have not passed their expiration date.
- C. Point-Of-Contact (POC) – The city employee responsible for sharing, disseminating, and updating information related to departmental contracts.

### IV. RESPONSIBILITIES

- A. Department directors or staff employees may not unilaterally engage in or commit the City of Beaumont to contracts that have not been approved by the Beaumont City Council or City Manager.
- B. Accountability must be established for each and every contract that the City of Beaumont has; no more than one department shall be primarily responsible or accountable for any particular contract (legal review by the City Attorney and financial review by the Chief Financial Officer does not negate a department's management responsibility). In cases where two or more departments cannot decide upon management responsibility, the City Manager will decide which department is responsible.
- C. It is the responsibility of each department to monitor the terms, conditions, performance and compliance of each contract it is responsible for and to take the necessary procedures to rectify unsatisfactory performance.
- D. Departments shall manage contracts so as to minimize potential litigation risk to the city.

- E. The City Manager shall have final responsibility and authority for any contract that in any way obligates or affects the assets or financial resources of the City of Beaumont.
- F. This policy does not govern the management of contracts or procedures addressed elsewhere in City policies and procedures.

V. PROCEDURES

- A. Each time a department generates, enters into, renews, changes, terminates or otherwise alters the terms of a contract as defined in Section III subsection A, that department is required to reflect the change on a contract information sheet (CIS) located on the city's intranet (COBCONNECT). The CIS is used for summative and informational purposes only, and does not in any way change the management responsibility of departmental contracts.
- B. The information on the CIS will flow into the contract database. It will be the responsibility of the finance department to ensure that the contract database is updated on a regular and periodic basis. The contract database and the contract information sheet (CIS) can both be found on the city's intranet (COBCONNECT).
- C. The CIS cannot be used for multiple contracts. For example, entering into seven (7) different contracts requires seven (7) different CIS forms.
- D. For each contract that it engages in, a department shall designate at least one full-time staff member as a point-of-contact (POC). At a minimum, POC's should include their names, office phone numbers, and email address on the contract information sheet (CIS). The POC should be updated periodically to account for employees separating from the city or moving into new positions within the city.
- E. As the City Clerk is the "records management officer for the city," each department shall make sure to send the Clerk's office a copy of each executed contract that it has for long-term and electronic storage. Minor changes to contracts (e.g. changes to telephone numbers or email addresses) need not be reported to the City Clerk's office.
- F. It will be the finance department's responsibility to confirm that information entered through the CIS is on file with the City Clerk's office.