

SERVICES AGREEMENT
BY AND BETWEEN
TEXAS A&M UNIVERSITY-SAN ANTONIO
AND _____

This Services Agreement ("Agreement") is entered into and effective the day this Agreement is executed by both parties (the "Effective Date"), by and between **Texas A&M University-San Antonio**, a A&M-SA of The Texas A&M University System ("A&M System") and an agency of the state of Texas (hereafter referred to as "A&M-SA"), and _____, a _____ [Insert type of entity, such as corporation, limited liability company, partnership, and state of incorporation; remove this reference if contracting with an individual] (hereafter referred to as "PROVIDER"). A&M-SA and PROVIDER are sometimes hereafter referred to as "Party" individually or "Parties" collectively.

A&M-SA and PROVIDER hereby agree as follows:

1. SCOPE OF WORK

PROVIDER will perform the services as set forth in Exhibit A, Scope of Work, attached hereto ("Services"), in accordance with the terms and subject to the conditions contained in this Agreement.

2. PROVIDER OBLIGATIONS

A. PROVIDER will perform the Services in accordance with the standards of care, skill, and diligence expected of a qualified, competent and experienced professional in the provision of the type of services required under this Agreement.

B. PROVIDER will perform the Services substantially in accordance with PROVIDER's marketing materials and documentation, including without limitation, any user guides, technical specifications, training materials, instructions, documented policies or other written materials regarding the Services that are posted, delivered or otherwise made available by PROVIDER to A&M-SA.

C. PROVIDER will obtain, maintain in effect, and pay the cost for all licenses, permits, or certifications that may be necessary for PROVIDER's performance of this Agreement.

D. PROVIDER represents and warrants that there are no obligations, commitments, third party rights, or impediments of any kind that will limit or prevent PROVIDER's performance of the Services.

3. TERM AND TERMINATION

A. This Agreement will commence on the Effective Date and continues through _____ (the "Term"), unless earlier terminated as provided herein. The Term of the Agreement may be extended for ____ () additional ____ () year periods upon mutual written agreement executed by the Parties, provided that the total term of the Agreement shall not exceed five (5) years.

Commented [DC1]: Enter the name of the other Entity in all CAPS here.

Commented [DC2]: Enter the full LEGAL name of the other Entity, as listed in their registered State W-9 in here.

Commented [DC3]: Select what the company is in here, such as a corporation, (if it's a Corp.), limited liability company, (If it's an LLC), partnership or a state of incorporation (if it's an Inc.). Delete the language that does not apply.

Commented [DC4]: Delete this language if this involves an individual, most likely an individual might require a "Professional Service Agreement" for their specialty, (a different template).

B. In the event of a breach of a material term of this Agreement by a Party, the non-defaulting Party may terminate this Agreement upon ____ () days' prior written notice to the other Party detailing the nature of the breach and the other Party fails to fully cure the breach within such ____-day period. In the event that A&M-SA terminates this Agreement pursuant to this Section, A&M-SA shall receive a pro-rata refund of any pre-paid amounts.

C. A&M-SA may terminate this Agreement without cause upon ____ () days' prior written notice to PROVIDER.

D. A&M-SA may immediately terminate this Agreement if (i) the PROVIDER's insurance coverage required under this Agreement is cancelled or non-renewed; or (ii) the PROVIDER declares bankruptcy, is placed into involuntary bankruptcy or receivership or becomes insolvent.

4. PAYMENT TERMS

A. In full consideration for the Services rendered by PROVIDER under this Agreement, A&M-SA shall pay PROVIDER in accordance with the terms set forth in Exhibit B, Payment Terms, attached hereto. The total compensation to PROVIDER under this Agreement will not exceed ____ dollars (\$) without an amendment to this Agreement.

B. PROVIDER will submit monthly invoices to A&M-SA. Each invoice must reference the A&M-SA purchase order number (which will be provided to PROVIDER within 15 days of the execution of this Agreement) and include a description of services provided to include but not limited to time, deliverables, and activities along with documentation that A&M-SA may reasonably request to support the invoice amount. A&M-SA will make payment on a properly prepared and submitted invoice in accordance with Chapter 2251, Texas Government Code (the "Texas Prompt Payment Act"), which shall govern remittance of payment and remedies for late payment and non-payment.

C. For reasonable business-related travel, lodging and/or meal expenses validly incurred directly and solely in support of the Services and approved by A&M-SA in advance, PROVIDER will be reimbursed by A&M-SA according to the State of Texas rates, rules, and regulations (<https://fm.xcpa.texas.gov/fmx/travel/texttravel/rates/current.php>). When requesting such reimbursement, PROVIDER will submit to A&M-SA receipts, invoices and other documentation as required by A&M-SA. Under no circumstances will PROVIDER be reimbursed for alcohol purchases. State travel rates are subject to change without notice and will be adjusted accordingly. Mileage rates will be calculated from point-to-point (PROVIDER's place of business to job site) using the State of Texas mileage. Should the Agreement be renewed for an additional term, travel reimbursement amounts will be renegotiated at that time.

D. All payments will be made by electronic direct deposit. PROVIDER is required to complete and submit to A&M-SA a Vendor Direct Deposit Authorization form prior to the first payment request. The form can be accessed at: <https://www.tamus.edu/business/budgets-and-accounting/accounting/general/>

5. OWNERSHIP OF CREATED WORKS

PROVIDER irrevocably assigns, transfers and conveys to A&M-SA, for no additional consideration, all of PROVIDER's ownership, rights, title and interest in and to all works prepared by PROVIDER under this Agreement ("Deliverables"), including, without limitation, all copyrights, patents, trademarks, trade secrets and other intellectual property rights and all other rights that may hereafter be vested relating to the Deliverables under law. PROVIDER certifies that all Deliverables will be original, or that PROVIDER will have obtained all rights necessary for the ownership and unrestricted use of the Deliverables by A&M-SA. PROVIDER shall secure for A&M-SA all consents, releases, and contracts and perform other reasonable acts as A&M-SA may deem necessary to secure and evidence A&M-SA's rights in any Deliverable.

6. CONFIDENTIALITY

A. The Parties anticipate that under this Agreement it may be necessary for a Party (the "Disclosing Party") to transfer information of a confidential nature ("Confidential Information") to the other Party (the "Receiving Party"). The Disclosing Party shall clearly identify Confidential Information at the time of disclosure by (i) appropriate stamp or markings on the document exchanged, or (ii) written notice, with attached listings of all material, copies of all documents, and complete summaries of all oral disclosures (under prior assertion of the confidential nature of the same) to which each notice relates, delivered within thirty (30) days of the disclosure to the other party. "Confidential Information" does not include information that: (i) is or becomes publicly known or available other than as a result of a breach of this Agreement by the Receiving Party; (ii) was already in the possession of the Receiving Party as the result of disclosure by an individual or entity that was not then obligated to keep that information confidential; (iii) the Disclosing Party had disclosed or discloses to an individual or entity without confidentiality restrictions; or (iv) the Receiving Party had developed or develops independently before or after the Disclosing Party discloses equivalent information to the Receiving Party.

B. The Receiving Party shall use the same reasonable efforts to protect the Disclosing Party's Confidential Information as it uses to protect its own confidential information of a similar nature. The Receiving Party may only disclose Confidential Information to its personnel having a need to know the Confidential Information to fulfill the Receiving Party's obligations under this Agreement. The Receiving Party may not reproduce, disclose, or use Confidential Information except in performing its obligations under this Agreement. If the Receiving Party is legally required to disclose Confidential Information, the Receiving Party shall, to the extent allowed by law, promptly give the Disclosing Party written notice of the requirement so as to provide the Disclosing Party a reasonable opportunity to pursue appropriate process to prevent or limit the disclosure. If the Receiving Party complies with the terms of this Section, disclosure of that portion of the Confidential Information, which the Receiving Party is legally required to disclose, will not constitute a breach of this Agreement.

C. The Receiving Party shall, upon request of the Disclosing Party, promptly return or destroy all materials embodying Confidential Information other than materials in electronic backup systems or otherwise not reasonably capable of being readily located and segregated without undue burden or expense, except that the Receiving Party may securely retain one (1) copy in its files solely for record purposes. The Receiving Party's obligations as to Confidential

Information will survive the termination or expiration of this Agreement for a period of three (3) years.

7. COMPLIANCE WITH LAWS

A. PROVIDER shall comply with all federal, state, and local laws, rules, and regulations applicable to the performance of its obligations under this Agreement.

[ALTERNATIVE 1: Include the following provision if contracting with a U.S. entity:]

B. Each Party shall comply with U.S. export control regulations. If either Party desires to disclose to the other Party any information, technology, or data that is identified on any U.S. export control list, the disclosing Party shall advise the other Party at or before the time of intended disclosure and may not provide export-controlled information to the other Party without the written consent of the other Party. PROVIDER certifies that none of its personnel participating in the activities under this Agreement is a “restricted party” as listed on the Denied Persons List, Entity List, and Unverified List (U.S. Department of Commerce), the Debarred Parties Lists (U.S. Department of State), the Specially Designated Nationals and Blocked Persons List (U.S. Department of Treasury), or any similar governmental lists.

[ALTERNATIVE 2: Include the following provision if contracting with a foreign entity:]

C. A&M-SA is subject to United States laws and regulations controlling the export of technical data, software, laboratory prototypes, and other commodities, and its obligations under this Agreement are contingent on compliance with applicable laws and regulations. The transfer of certain

technical data and commodities may require a license from the cognizant agency of the United States government or written assurances by PROVIDER that PROVIDER will not export data or commodities to certain countries without advance approval of that agency. A&M-SA neither represents that a license will not be required nor that, if required, it will be issued. PROVIDER shall comply with all applicable export laws and regulations and may not export or allow the export or re-export of commodities or technical data in violation of those laws or regulations. PROVIDER certifies that none of its personnel participating in the activities under this Agreement is a “restricted party” as listed on the Denied Persons List, Entity List, and Unverified List (U.S. Department of Commerce), the Debarred Parties Lists (U.S. Department of State), the Specially Designated Nationals and Blocked Persons List (U.S. Department of Treasury), or any similar governmental lists.

[SITUATIONAL: Include the following provision if A&M-SA engages PROVIDER to create, access, receive or maintain student education records under FERPA’s school official exception:]

D. For purposes of the Family Educational Rights and Privacy Act (“FERPA”), A&M-SA hereby designates PROVIDER as a school official with a legitimate educational interest in any education records (as defined in FERPA) that PROVIDER is required to create, access, receive, or maintain in order to fulfill its obligations under this Agreement. PROVIDER shall comply with FERPA as to any such education records and is prohibited from redisclosure of the education records except as provided for in this Agreement or otherwise authorized by FERPA or A&M-SA in writing. PROVIDER is only permitted to use the education records for the

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purpose of fulfilling its obligations under this Agreement and shall restrict disclosure of the education records solely to those employees, subcontractors or agents who have a need to access the education records for such purpose. PROVIDER shall require any such subcontractors or agents to comply with the same restrictions and obligations imposed on PROVIDER in this Section, including without limitation, the prohibition on redisclosure. PROVIDER shall implement and maintain reasonable administrative, technical, and physical safeguards to secure the education records from unauthorized access, disclosure or use.

[SITUATIONAL: Include the following provision if A&M-SA engages PROVIDER to process, store, or transmit credit card information on A&M-SA's behalf:]

E. For purposes of this Agreement, "PCI DSS" means the most current version of the Payment Card Industry Data Security Standard administered by the Payment Card Industry Security Standards Council. PROVIDER acknowledges and agrees that it is responsible for the security of cardholder data it possesses or otherwise stores, processes or transmits on behalf of A&M-SA, or to the extent that PROVIDER could impact the security of the cardholder data environment.

i. PROVIDER represents and warrants that, as of the Effective Date of this Agreement, it has complied with all PCI DSS requirements and has performed the necessary steps to validate its compliance with PCI DSS. PROVIDER shall maintain such compliance for the Term of this Agreement and send documentation of its most recent validation of compliance to A&M-SA annually during the Term of this Agreement. In the event that PROVIDER learns that it is no longer PCI DSS compliant, PROVIDER will notify A&M-SA within two (2) business days of discovery and immediately remediate such non-compliance.

ii. PROVIDER acknowledges that unauthorized access to the cardholder data environment (a "cardholder data breach") resulting from a lapse in PROVIDER's security obligations is grounds for early termination of this Agreement, without penalty and with immediate effect, at A&M-SA's discretion. PROVIDER agrees to comply with all laws, rules, and

regulations applicable to cardholder data services, including without limitation, those laws requiring notification of individuals in the event of a cardholder data breach.

iii. PROVIDER agrees to indemnify and hold harmless A&M-SA from and against any third-party claims, damages, or other harm related to a cardholder data breach. This provision survives termination of this Agreement.

8. INDEMNIFICATION

PROVIDER shall indemnify and hold harmless A&M-SA, A&M System, and their regents, employees and agents (collectively, the "A&M System Indemnitees") from and against any third-party claims, damages, liabilities, expense or loss asserted against A&M System Indemnities arising out of any acts or omissions of PROVIDER or its employees or agents pertaining to the activities and obligations under this Agreement, except to the extent such liability, loss or damage arises from an A&M System Indemnatee's gross negligence or willful misconduct.

9. INSURANCE

Insurance requirements as stated within Exhibit C, attached hereto.

10. INFORMATION TECHNOLOGY [NOTE: Delete this section if none of the following provisions apply:]

[SITUATIONAL: Include the following provision if A&M-SA will obtain electronic and Information resources from PROVIDER:]

A. Electronic and Information Resources. PROVIDER represents and warrants that the electronic and information resources and all associated information, documentation, and support that it provides to A&M-SA under this Agreement (collectively, the "EIRs") comply with the applicable requirements set forth in Title 1, Chapter 213 of the Texas Administrative Code and Title 1, Chapter 206 of the Texas Administrative Code (as authorized by Chapter 2054, Subchapter M of the Texas Government Code) (the "EIR Accessibility Warranty"). If PROVIDER becomes aware that the EIRs, or any portion thereof, do not comply with the EIR Accessibility Warranty, PROVIDER shall, at no cost to A&M-SA, either (1) perform all necessary remediation to make the EIRs satisfy the EIR Accessibility Warranty or (2) replace the EIRs with new EIRs that satisfy the EIR Accessibility Warranty. In the event that PROVIDER fails or is unable to do so, A&M-SA may immediately terminate this Agreement, and PROVIDER will refund to A&M-SA all amounts paid by A&M-SA under this Agreement within thirty (30) days following the effective date of termination.

[SITUATIONAL: Include the following provision if PROVIDER is authorized to access, transmit, use or store A&M-SA's data:]

B. Access to Agency Data. Pursuant to Section 2054.138, Texas Government Code, PROVIDER shall implement and maintain appropriate administrative, technical, and physical security measures, including without limitation, the security controls available at <https://cyber-standards.tamus.edu>, as may be amended from time to time (the "Security Controls"), to safeguard and preserve the confidentiality, integrity, and availability of A&M-SA's data. PROVIDER shall periodically provide A&M-SA with evidence of its compliance with the Security Controls within thirty (30) days of A&M-SA's request.

[SITUATIONAL: Include the following provision if A&M-SA procures cloud-computing services from PROVIDER:]

C. Cloud Computing Services. As of the Effective Date, PROVIDER represents and warrants that it complies with the then-current requirements of the risk and authorization management program established by the Texas Department of Information Resources ("TX-RAMP"). Pursuant to Section 2054.0593, Texas Government Code, PROVIDER shall maintain RAMP compliance and certification,

as may be amended from time to time, throughout the Term, including any renewal term of this Agreement. PROVIDER shall provide A&M-SA with evidence of its TX-RAMP compliance and certification within thirty (30) days of A&M-SA request and at least thirty (30) days prior to the start of any renewal term of this Agreement. In the event that PROVIDER fails to maintain TX-RAMP compliance and certification throughout the Term, including any Renewal Term, A&M-

Commented [DC6]: DON'T DELETE, JUST ANSWER YES OR NO AND I WILL DELETE ACCORDINGLY ON THE HIGHLIGHTED SECTIONS.

SA may immediately terminate this Agreement, and PROVIDER will provide a refund to A&M-SA of any prepaid fees.

[SITUATIONAL: Include the following provision if PROVIDER will have access to A&M-SA's computer system or database:]

D. Cybersecurity Training Program. Pursuant to Section 2054.5192, Texas Government Code, PROVIDER and its employees, officers, and subcontractors who have access to A&M-SA's computer system and/or database must complete a cybersecurity training program certified under Section 2054.519, Texas Government Code, and selected by A&M-SA. The cybersecurity training program must be completed by PROVIDER and its employees, officers, and subcontractors during the Term and any renewal period of this Agreement. PROVIDER shall verify completion of the program in writing to A&M-SA within the first thirty (30) calendar days of the Term and any renewal period of this Agreement. PROVIDER acknowledges and agrees that its failure to comply with the requirements of this Section are grounds for A&M-SA to terminate this Agreement for cause.

[SITUATIONAL: Include the following provision if PROVIDER will be creating, accessing, receiving or maintaining personal identifiable information on A&M-SA's behalf:]

E. Data Privacy.

i. PROVIDER shall hold A&M-SA's data in confidence. PROVIDER shall only use or disclose A&M-SA's data for the purpose of fulfilling PROVIDER's obligations under this Agreement, as required by law, or as otherwise authorized in writing by A&M-SA. PROVIDER shall restrict disclosure of the A&M-SA's data solely to those employees, subcontractors or agents of PROVIDER that have a need to access the A&M-SA's data in order for PROVIDER to perform its obligations under this Agreement. PROVIDER shall require any such subcontractors or agents to comply with the same restrictions and obligations imposed on PROVIDER in this Agreement.

ii. PROVIDER shall, within two (2) business days of discovery, report to A&M-SA any use or disclosure of A&M-SA's data not authorized by this Agreement or in writing by A&M-SA. PROVIDER's report must identify: (a) the nature of the unauthorized use or disclosure, (b) the A&M-SA data used or disclosed, (c) who made the unauthorized use or received the unauthorized disclosure, (d) what PROVIDER has done or will do to mitigate any deleterious effect of the unauthorized use or disclosure, and (e) what corrective action PROVIDER has taken or will take to prevent future similar unauthorized use or disclosure. PROVIDER shall provide such other information, including a written report, as reasonably requested by A&M-SA.

iii. PROVIDER must promptly notify A&M-SA of any legal request for A&M-SA's data from a third party and take (and assist A&M-SA in taking) appropriate steps not to disclose such A&M-SA data.

iv. Within thirty (30) days of the expiration or termination of this Agreement, PROVIDER, as directed by A&M-SA, shall return all A&M-SA data to A&M-SA in its possession (or in the possession of any of its subcontractors or agents) or delete all such A&M-SA data if return is not feasible. PROVIDER shall provide A&M-SA with at least ten (10)

days' written notice of PROVIDER's intent to delete such A&M-SA data, and shall confirm such deletion in writing.

11. MISCELLANEOUS

A. Entire Agreement. This Agreement constitutes the entire and only agreement between the Parties hereto and supersedes any prior understanding, written or oral agreements between the Parties, or "side deals" which are not described in this Agreement. This Agreement may be amended only by a subsequent written agreement signed by authorized representatives of both parties. In the event of a conflict between the terms of this Agreement and any other documents constituting part of this Agreement, the terms of this Agreement shall control.

B. Authority to Contract. Each Party represents and warrants that it has full right, power and authority to enter into and perform its obligations under this Agreement, and that the person signing this Agreement is duly authorized to enter into this Agreement on its behalf.

C. Representations & Warranties. If PROVIDER is a business entity, PROVIDER warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization and is duly authorized and in good standing to conduct business in the State of Texas, that it has all necessary power and has received all necessary approvals to execute and deliver this Agreement, and the individual executing this Agreement on behalf of PROVIDER has been duly authorized to act for and bind PROVIDER.

D. Independent Contractor. Notwithstanding any provision of this Agreement to the contrary, the Parties hereto are independent contractors. No employer-employee, partnership, agency, or joint venture relationship is created by this Agreement or by PROVIDER's Service to A&M-SA. Except as specifically required under the terms of this Agreement, PROVIDER (and its representatives, agents, employees and subcontractors) will not represent themselves to be an agent or representative of A&M-SA or A&M System. As an independent contractor, PROVIDER is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to workers' compensation insurance. PROVIDER and its employees shall observe and abide by all applicable A&M-SA policies, regulations, rules and procedures, including those applicable to conduct on its premises.

E. Use of Name. Each Party acknowledges that all rights in any trademarks, service marks, slogans, logos, designs, and other similar means of distinction associated with that Party (its "Marks"), including all goodwill pertaining to the Marks, are the sole property of that Party. Neither Party may use the Marks of the other without the advance written consent of that Party, except that each Party may use the name of the other Party in factual statements that, in context, are not misleading. The Parties will mutually agree in advance upon any public announcements, or communications to the media regarding this Agreement or the Services to be provided pursuant to this Agreement.

F. Non-Assignment. PROVIDER shall neither assign its rights nor delegate its duties under this Agreement without the prior written consent of A&M-SA.

G. Severability. In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity,

illegality, or unenforceability shall not affect any other provisions hereof, and this Agreement shall be construed as if such invalid, illegal, and unenforceable provision had never been contained herein. The Parties agree that any alterations, additions, or deletions to the provisions of the Agreement that are required by changes in federal or state law or regulations are automatically incorporated into the Agreement without written amendment hereto and shall become effective on the date designated by such law or by regulation.

H. Survival. Any provision of this Agreement that may reasonably be interpreted as being intended by the Parties to survive the termination or expiration of this Agreement will survive the termination or expiration of this Agreement.

I. Force Majeure. Neither Party shall be held liable or responsible to the other Party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement if and to the extent such failure or delay is caused by or results from causes beyond the affected Party's reasonable control, including, but not limited to, acts of God, strikes, riots, flood, fire, epidemics, natural disaster, embargoes, war, insurrection, terrorist acts or any other circumstances of like character; provided, however, that the affected Party has not caused such force majeure event(s), shall use reasonable commercial efforts to avoid or remove such causes of nonperformance, and shall continue performance hereunder with reasonable dispatch whenever such causes are removed. Either Party shall provide the other Party with prompt written notice of any delay or failure to perform that occurs by reason of force majeure, including describing the force majeure event(s) and the actions taken to minimize the impact of such event(s).

J. Notices. Any notice required or permitted under this Agreement must be in writing, and shall be deemed given: (i) three (3) business days after it is deposited and post-marked with the United States Postal Service, postage prepaid, certified mail, return receipt requested, (ii) the next business day after it is sent by overnight carrier, (iii) on the date sent by email transmission with electronic confirmation of receipt by the party being notified, or (iv) on the date of delivery if delivered personally. A&M-SA and PROVIDER can change their respective notice address by sending to the other Party a notice of the new address. Notices should be addressed as follows:

A&M-SA:

Texas A&M University-San Antonio
One University Way, San Antonio, Texas 78224

Attention: _____

Phone: _____

Email: _____

Commented [DC7]: Enter the name of the person at TAMUSA working on this project that will be communicating with the other entity, their name & title.

PROVIDER:

[Insert PROVIDER's complete legal name] _____

[Address]

Attention: _____

Phone: _____

Email: _____

Commented [DC8]: Enter the other parties name as listed in the Intro. Paragraph on page 1, their address, the name of the person communicating with TAMUSA, their phone # and Email address.

K. Governing Law. The validity of this Agreement and all matters pertaining to this Agreement, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction, shall be governed and determined by the Constitution and the laws of the State of Texas.

L. Venue. Pursuant to Section 85.18(b), Texas Education Code, mandatory venue for all legal proceedings against A&M-SA is to be in the county in which the principal office of A&M-SA's governing officer is located.

M. Non-Waiver. A&M-SA is an agency of the state of Texas and under the Constitution and the laws of the state of Texas possesses certain rights and privileges, is subject to certain limitations and restrictions, and only has authority as is granted to it under the Constitution and the laws of the state of Texas. PROVIDER expressly acknowledges that A&M-SA is an agency of the state of Texas and nothing in this Agreement will be construed as a waiver or relinquishment by A&M-SA of its right to claim such exemptions, remedies, privileges, and immunities as may be provided by law, including the sovereign immunity of A&M-SA.

N. Dispute Resolution. To the extent that Chapter 2260, Texas Government Code is applicable to this Agreement, the dispute resolution process provided in Chapter 2260, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by A&M-SA and PROVIDER to attempt to resolve any claim for breach of contract made by PROVIDER that cannot be resolved in the ordinary course of business. PROVIDER shall submit written notice of a claim of breach of contract under this Chapter to the Contracts Officer of A&M-SA, who shall examine PROVIDER's claim and any counterclaim and negotiate with PROVIDER in an effort to resolve the claim. This provision and nothing in this Agreement waives A&M-SA's sovereign immunity to suit or liability, and A&M-SA has not waived its right to seek redress in the courts.

O. Public Information Act. PROVIDER acknowledges that A&M-SA is obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law. Upon A&M-SA's written request, PROVIDER will promptly provide specified contracting information exchanged or created under this Agreement for or on behalf of A&M-SA to A&M-SA in a non-proprietary format acceptable to A&M-SA that is accessible by the public. PROVIDER acknowledges that A&M-SA may be required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), Texas Government Code. The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this Agreement and PROVIDER agrees that this Agreement can be terminated if PROVIDER knowingly or intentionally fails to comply with a requirement of that subchapter.

P. Certification Regarding Business with Certain Countries and Organizations. PROVIDER represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152, Texas Government Code. PROVIDER acknowledges this Agreement may be terminated immediately if this certification is inaccurate.

Q. Delinquent Child Support Obligations. A child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent is not eligible to receive payments from state funds under an agreement to provide property, materials, or services until all arrearages have been paid or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency. Under Section 231.006, Texas Family Code, PROVIDER certifies that it is not ineligible to receive the payments

under this Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.

R. Payment of Debt or Delinquency to the State. Pursuant to Sections 2107.008 and 2252.903, Texas Government Code, PROVIDER agrees that any payments owing to PROVIDER under this Agreement may be applied directly toward certain debts or delinquencies that PROVIDER owes the State of Texas or any agency of the State of Texas regardless of when they arise, until such debts or delinquencies are paid in full.

S. State Auditor's Office. PROVIDER understands that acceptance of funds under this Agreement constitutes acceptance of the authority of the Texas State Auditor's Office, or any successor agency (collectively, "Auditor"), to conduct an audit or investigation in connection with those funds pursuant to Section 51.9335(c), Texas Education Code. PROVIDER agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested. PROVIDER will include this provision in all contracts with permitted subcontractors.

[SITUATIONAL: Include one of the following provisions in contracts with an expected value of over \$100,000:]

T. HUB Subcontracting Plan.

[ALTERNATIVE 1: Include the following provision if no subcontracting opportunities:]

It is the policy of the state of Texas and A&M-SA to encourage the use of Historically Underutilized Businesses ("HUB") in our contracts, purchasing transactions and through subcontracting opportunities. The goal of the HUB program is to promote equal access and equal opportunity to HUB vendors in A&M-SA contracting and purchasing. PROVIDER has indicated it will not subcontract any of its duties or obligations under this Agreement. If PROVIDER will subcontract any of its duties and obligations under this Agreement, PROVIDER will be required to provide prior written notice to A&M-SA and make a good faith effort to submit a HUB subcontracting plan as required under Section 20.285 of the Texas Administrative Code.

[ALTERNATIVE 2: Include the following provision if there are subcontracting opportunities:]

It is the policy of the state of Texas and A&M-SA to encourage the use of Historically Underutilized Businesses ("HUB") in our contracts, purchasing transactions and through subcontracting opportunities. The goal of the HUB program is to promote equal access and equal opportunity to HUB vendors in A&M-SA contracting and purchasing. PROVIDER will use good faith efforts to subcontract work performed under this Agreement in accordance with the HUB subcontracting plan attached hereto as Exhibit __ ("HSP"). Except as specifically provided in the HSP, PROVIDER will not subcontract any of its duties or obligations under this Agreement, in whole or in part. Furthermore, PROVIDER will comply with all of its duties and obligations under Section 20.285 of the Texas Administrative Code.

[SITUATIONAL: The following provision, Section U-W, can be deleted if any of the following circumstances are true: (1) Provider is an individual, (2) Provider is a business with less than 10 employees, or (3) Agreement has a value of less than \$100,000]

U. Prohibition on Contracts with Companies Boycotting Israel. To the extent that Chapter 2271, Texas Government Code, is applicable to this Agreement, PROVIDER certifies that (a) it does not currently boycott Israel, and (b) it will not boycott Israel during the Term of this Agreement. PROVIDER acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.

V. Verification Regarding Discrimination Against Firearm Entities and Trade Associations. To the extent that Chapter 2274, Texas Government Code, is applicable to this Agreement, PROVIDER verifies that (1) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (2) will not discriminate during the term of this Agreement against a firearm entity or firearm trade association.

W. Verification Regarding Boycotting Energy Companies. To the extent that Chapter 2274, Texas Government Code, is applicable to this Agreement, PROVIDER verifies that (1) it does not boycott energy companies, and (2) it will not boycott energy companies during the term of this Agreement. PROVIDER acknowledges this Agreement may be terminated and payment withheld if this verification is inaccurate.

X. Loss of Funding. Performance by A&M-SA under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the "Legislature"). If the Legislature fails to appropriate or allot the necessary funds, A&M-SA will issue written notice to PROVIDER and A&M-SA may terminate this Agreement without further duty or obligation hereunder. PROVIDER acknowledges that appropriation of funds is beyond the control of A&M-SA. In the event of a termination or cancellation under this Section, A&M-SA will not be

liable to PROVIDER for any damages that are caused or associated with such termination or cancellation.

Y. Prior Employment. PROVIDER acknowledges that Section 2252.901, Texas Government Code, prohibits A&M-SA from using state appropriated funds to enter into an employment contract, a professional services contract under Chapter 2254, or a consulting services contract under Chapter 2254 with individual who has been previously employed by A&M-SA during the twelve (12) month period immediately prior to the effective date of the Agreement. If PROVIDER is an individual, by signing this Agreement, PROVIDER represents and warrants that it is not a former or retired employee of A&M-SA that was employed by A&M-SA during the twelve (12) month period immediately prior to the effective date of the Agreement.

Z. Conflict of Interest. PROVIDER certifies, to the best of their knowledge and belief, that no A&M-SA of the A&M System's Board of Regents, nor any officer of A&M-SA or A&M System, has a direct or indirect financial interest in PROVIDER or in the transaction that is the subject of the Agreement.

AA. Franchise Tax Certification. If PROVIDER is a taxable entity subject to the Texas Franchise Tax (Chapter 171, Texas Tax Code), then PROVIDER certifies that it is not currently delinquent in the payment of any franchise (margin) taxes or that PROVIDER is exempt from the payment of franchise (margin) taxes.

BB. Not Eligible for Rehire. PROVIDER is responsible for ensuring that its employees involved in any work being performed for A&M-SA under this Agreement have not been designated as "Not Eligible for Rehire" as defined in System policy 32.02, Discipline and Dismissal of Employees, Section 4 ("NEFR Employee"). In the event A&M-SA becomes aware that PROVIDER has a NEFR Employee involved in any work being performed under this Agreement, A&M-SA will have the sole right to demand removal of such NEFR Employee from work being performed under this Agreement. Non-conformance to this requirement may be grounds for termination of this Agreement by A&M-SA.

[SITUATIONAL]: Include the following provision if services involve RELLIS Campus:]

CC. Campus Secure Areas; Research Activities; Confidentiality. The parties acknowledge that activities at the RELLIS Campus involve the conduct of research, which may be highly sensitive in nature. The parties agree that PROVIDER's access to the RELLIS Campus (including access by its employees, agents, and subcontractors) shall be restricted to the locations and purposes described herein, or otherwise authorized by A&M System. The parties agree that all research and testing information and activities ("Research Activities") conducted or accessed on the RELLIS Campus shall be considered Confidential Information (as defined herein) belonging to the A&M System or the individual researcher or licensee conducting the Research Activities. PROVIDER agrees that it (including its employees, agents, and subcontractors) shall comply with any security processes and procedures communicated to PROVIDER before or during PROVIDER's access to the RELLIS Campus, and shall not attempt to access the Research Activities at the RELLIS Campus. In the event that PROVIDER (including its employees, agents, and subcontractors) should view, receive, hear, observe, or access Research Activities of any entity at the RELLIS Campus (whether from air space, office, hangar, common area, electronically, or by any other means), PROVIDER (including its employees, agents, and subcontractors) shall treat all such information as Confidential Information and shall use reasonable care to protect the Confidential Information from disclosure and not disclose, copy, photograph, record, retain, use or discuss any such Confidential Information. For purposes of this section, Confidential Information means any information not publicly known or available, including, but not limited to, sensitive, proprietary or other non-public information, or trade secrets, written or oral, whether or not it is marked as such, that is disclosed or made available to the receiving party, directly or indirectly, through any means of communication or observation. PROVIDER is responsible for ensuring compliance of its employees, agents and subcontractors with this section.

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the Effective Date.

TEXAS A&M UNIVERSITY-SAN ANTONIO

[Insert PROVIDER's complete legal name]

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Commented [DC9]: Insert the other parties name as listed on page 1 Intro section, in all CAPS here.

EXHIBIT A SCOPE OF WORK

[NOTE: This Scope of Work should include sufficient detail regarding the services and deliverables and clearly state what will occur, when it will occur and how it will occur.]

[SITUATIONAL: Include the following provision if an RFP was issued:]

Notwithstanding any other provision in this Agreement, PROVIDER's performance of the Services will (1) conform to the specifications and requirements of Request for Proposal No. _____ (the "RFP"), which is incorporated by reference for all purposes, and (2) to the extent consistent with the RFP, will conform with PROVIDER's proposal, dated _____ ("PROVIDER's Proposal") which was submitted by PROVIDER in response to the RFP and is incorporated by reference for all purposes. To the extent that the RFP or PROVIDER's Proposal conflict with the terms of this Agreement, the terms of this Agreement will control.

Commented [DC10]: This is where you enter all the details of what this project is for and what the goal and expectations are. You can formulate it as follow more or less. (Example Only)

- I.
- A.
- B.
- II.
- A

EXHIBIT B
PAYMENT TERMS

A&M-SA will compensate PROVIDER as follows:

I. Parking Lot# 4

Description	Start Date	Completion Date	Payment Due
Phase I-Concrete delivery	March 24, 2025	April 28, 2025	\$ 21,000

Commented [DC11]: This can be entered as a Table or with the same Format as the Scope of Work, but need you to enter all the Phases of the project's expected time it's being worked on, completion expectation and how much will be paid upon completion. Adding an example on the Exhibit.

EXHIBIT C

INSURANCE

A. PROVIDER shall obtain and maintain, for the duration of this Agreement or longer, the minimum insurance coverage set forth below. All coverage shall be written on an occurrence basis. All coverage shall be underwritten by companies authorized to do business in the State of Texas or eligible surplus lines insurers operating in accordance with the Texas Insurance Code and have a financial strength rating of A- or better and a financial strength rating of VII or better as measured by A.M. Best Company or otherwise acceptable to A&M-SA. By requiring such minimum insurance, A&M-SA shall not be deemed or construed to have assessed the risk that may be applicable to PROVIDER under this Agreement. PROVIDER shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. PROVIDER is not relieved of any liability or other obligations assumed pursuant to this Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. No policy will be canceled without unconditional written notice to A&M-SA at least ten days before the effective date of the cancellation.

1. Worker's Compensation

Worker's compensation insurance with the following minimum limits of coverage:

Statutory Benefits (Coverage A) Statutory

Employers Liability (Coverage B)	\$1,000,000 Each Accident
	\$1,000,000 Disease/Employee
	\$1,000,000 Disease/Policy Limit

Workers' compensation policy must include under Item 3.A., on the information page of the workers' compensation policy, the state in which work is to be performed for A&M-SA. Workers' compensation insurance is required, and no "alternative" forms of insurance will be permitted.

If this coverage is waived by System Risk Management, PROVIDER, his/her employees and subcontractors must sign a hold harmless and indemnification agreement.

2. Automobile Liability

Business auto liability insurance covering all owned, non-owned or hired automobiles, with limits of not less than \$1,000,000 single limit of liability per accident for bodily injury and property damage;

3. Commercial General Liability

Commercial general liability insurance with the following minimum limits of coverage:

Each Occurrence	Limit \$1,000,000
General Aggregate	Limit \$2,000,000

Commented [DC12]: Insurance is required by our Risk Management Department on all Services that come to do work or provide services to us at our campus. Ask for a SAMPLE of what we expect their Insurance agent to fill in, we will email you the SAMPLE.

Remote Services do not require insurance but do require me to modify the language so make sure to note that on your notes in JIRA when requesting my review. Thank you, Deb

Products / Completed Operations	\$1,000,000
Personal / Advertising Injury	\$1,000,000
Damage to rented Premises	\$ 300,000
Medical Payments	\$ 5,000

The required commercial general liability policy must be issued on a form that insures PROVIDER's or its subcontractors' liability for bodily injury (including death), property damage, personal and advertising injury assumed under the terms of this Agreement.

4. Umbrella Liability Insurance \$5,000,000

B. PROVIDER shall deliver to A&M-SA evidence of insurance on a Texas Department of Insurance approved certificate form verifying the existence and actual limits of all insurance prior to the execution and delivery of this Agreement and prior to the performance of any services by PROVIDER under this Agreement. PROVIDER shall provide additional evidence of insurance on a Texas Department of Insurance approved certificate form verifying the continued existence of all required insurance no later than thirty (30) days after each annual insurance policy renewal.

C. Commercial General Liability and Auto Liability policies must be endorsed to name The Texas A&M University System Board of Regents ("Board of Regents"), The Texas A&M University System ("A&M System") and A&M-SA as additional insureds up to the actual liability limits of the policies maintained by PROVIDER. The commercial general liability additional insured endorsements must include on-going and completed operations afforded by CG 20 10 (10 01 Edition or equivalent) and CG 20 37 (10 01 Edition or equivalent). Commercial general liability and business auto liability policies must be written on a primary and non-contributory basis. Copies of each endorsement must be submitted with the certificate of insurance. The Umbrella policy, at minimum, must follow form.

D. All insurance policies must be endorsed to provide a waiver of subrogation in favor of the Board of Regents, A&M System and A&M-SA.

E. All insurance policies will be endorsed to require the insurance carrier providing coverage to send notice to A&M-SA ten (10) days prior to the effective date of cancellation, material change, or non-renewal relating to any insurance policy.

F. Any deductible or self-insured retention must be declared to and approved by A&M-SA prior to the performance of any services by PROVIDER under this Agreement. PROVIDER shall pay any deductible or self-insured retention for any loss. All deductibles and self-insured retentions must be shown on the certificates of insurance.

G. Certificates of Insurance and Additional Insured Endorsements as required by this Agreement will be forwarded to: [Insert A&M-SA contact name and complete address and/or email]

H. The insurance coverage required by this Agreement must be kept in force until all services have been fully performed and accepted by A&M-SA in writing.