LUBBOCK COUNTY
CONTRACT MANAGEMENT
POLICY AND PROCEDURES

Purpose: This policy establishes the requirements for the submission, review, approval, execution, and administration of all contracts entered into by Lubbock County.

Scope: This policy applies to all County departments, elected officials, department heads, and employees involved in the creation, negotiation, review, administration, or oversight of any contract.

Definitions

- **Contract:** a legally binding document in which all parties consent to defined obligations. A contract may include memorandums of understanding (MOUs), interlocal agreement, letter of agreement, scope or statements of work, engagement letters, leases, proposals, quotes, and any document containing legally binding provisions.
- **Contract Manager:** The County official responsible for contract execution, compliance and administration of all contract requirements, including renewals, amendments and vendor performance.
- **Vendor Performance:** The measure of how well a vendor meets the expectations, requirements, and obligations outlined in a contract.

Policy Statement

No contract may be executed, renewed, amended, or finalized unless submitted through the County's Contract Workflow and approved pursuant to this policy.

PROCEDURES

Determining Whether an Item Requires Contract Workflow

An item must be processed through the Contract Workflow **BEFORE** a Purchase Order is created if any of the following apply:

- The quote, renewal, subscription, or vendor document includes terms and conditions, whether full text or hyperlink.
- The vendor requires signature, approval, acceptance, or acknowledgment.
- The document references a license, user agreement, or service terms (even if standard or previously used).
- It is a new product or service, or an existing product that is being renewed or expanded.
- The vendor provides a service, subscription, or software access (SaaS, cloud, hosted, etc.).
- The agreement involves data, technical support, maintenance, or privacy/security obligations.
- The renewal price, scope, or terms have changed from previous years.
- The vendor document includes auto-renewal, fee increase, data usage, or support terms.
- There is uncertainty-when in doubt, submit to the Contract Manager.

Contract Workflow

Contract Submission

The Contract is submitted to the Contract Manager by the Department, accompanied by a completed Contract Coversheet. The preferred method of delivery is digital submission. If a contract is provided via an electronic signing platform(e.g. Docusign), notify the Contract Manager for instructions on how such signatures are handled.

Assignment of Contract Number

The Contract Manager assigns a unique contract number to each submitted contract.

Initial Review

The Contract Manager reviews the submission and routes it to Legal and other involved departments if applicable. Departments should allow adequate time; immediate turnaround is not possible.

Revisions, Addendums, and COIP Requirements

After Legal completes their review, the Contract Manager coordinates revisions with the vendor and/or department and obtains the Certificate of Interested Parties (COIP) Form 1295 as required under Government Code §2252.908.

Signature Routing

When revisions are final and the COIP is complete, the Contract Manager manages signature collection from contractors, Legal, and any other required parties.

Commissioners Court Scheduling

Once all criteria are satisfied, the Contract Manager schedules the contract for Commissioners Court. The Department will be consulted to ensure a representative is available to present the item.

Post-Approval Signatures

After Court approval, the Contract Manager obtains any remaining signatures needed to finalize the agreement.

Distribution of Executed Contract

A fully executed copy is distributed by email to the department, vendor, and other relevant parties, Digital records are maintained by the Contract Manager and available upon request.

Filing of Original Contract

The Contract Manager files the original fully executed contract with the County Clerk.

Vendor Performance:

All vendor performance issues must be documented and reported promptly to the Contract Manager.

Contract Requirements:

Any requirements under a contract—such as annual reports, insurance documents, bonds, or similar materials—must be provided to the Contract Manager in a timely manner, either by hand delivery, interoffice mail, or by email to contracts@lubbockcounty.gov.

Approved this 11th day of May 2026 by the Lubbock County Commissioners Court.

Curtis Parrish
Lubbock County Judge

Mike Dalby, Commissioner
Precinct 1

Cary W. Shaw, Commissioner
Precinct 3

Jason Corley, Commissioner
Precinct 2

Jordan Rackler, Commissioner
Precinct 4

Approved as to Form:

Jennifer Irlbeck
Assistant District Attorney
Lubbock County Criminal District Attorney's Office, Civil Division