

In This Issue

- New Online Catering Services Contracting Process

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[Business Contracts-My UT Health](#)

[Catering Services Business Contracts-External Web Site](#)

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Purchasing Office

buscontracts@uthscsa.edu

TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans, and Vice Presidents, Departmental Administrators, Departmental Requisitioners

FROM: Andrea M. Marks, MBA, CPA
Vice President and Chief Financial Officer

SUBJECT: New Online Catering Services Contracting Process

In order to improve efficiency and ease of use, a new online contracting process for catering services, both on and off campus, will be implemented effective February 1, 2019. Many catering vendors insist on a unique contract for large events, or for meals where the vendor will serve to attendees. Under the new contracting process, catering vendors will enter into a single contract with the university, renewed annually, allowing use of their services as needed without the need to process separate contracts for each individual catering event.

Two websites, internal and external facing, have been created to facilitate this new process. UT Health departments in need of contracted catering services should visit the [Business Contracts](#) internal website for a listing of currently contracted catering service vendors. UT Health's most frequently used catering vendors have already contracted with the institution through this process, and are available to use immediately. It is important to note that UT Health departments may only use the vendors on the Approved Catering Vendors List when arranging for contracted catering services. The process for securing contracted catering services is as follows:

1. Select catering vendor from Approved Catering Vendor List
2. Contact vendor to request price quote based on event size and requirements
3. Schedule the event with the vendor. This may involve signing a price quote, but should not involve an agreement or contract containing terms or conditions
4. Upon receipt of invoice, process payment using a PeopleSoft Payment Request.

Additionally, an external facing website has been created to facilitate on-boarding of new caterers: http://uthscsa.edu/business/purchasing/purchasing_contracts.html. Departments interested in adding additional caterers to the Approved Catering Vendors list have two options. They can refer the vendor themselves to the above website and request that the vendor complete the Catering Services Application, and submit the completed form as indicated within the application; or departments can send an email to: buscontracts@uthscsa.edu with the vendor name and contact information, and the Business Contracts team will request the application from the vendor. Once approved, the caterer's contract will be valid through January 31st of each year, and will be renewed by February 1st of each if the caterer wishes to continue doing business with UT Health. Each contract must be renewed each year for the vendor to continue providing catering services.

The new contracted catering process will only apply to catering events with a cost less than \$15,000; catering events costing \$15,000 or more will require a separate formal written contract executed by the Business Contracts team.

Please note that many food vendors do not require a contract for informal purchases of food or refreshments for small university meetings. Informal catering of this type is not the subject of this bulletin. If a food or catering vendor does not require a contract, and the event will cost less than \$15,000, use of the online catering contracts will not be required.

To order catering for an event to be held at the ALTC, please use Lancer Hospitality's catering website: <http://uthscsa.lancerhospitality.com/catering/>. Note that Lancer, the vendor currently managing the café located at the ALTC, is currently the exclusive catering services provider for events held at the ALTC. Requests to use a caterer other than Lancer for meals of refreshments at ALTC events must be approved by the Assistant Vice President for Business Affairs (see page 2 of http://uthscsa.edu/fsprec/docs/ALTC_Scheduling_Policy.pdf).

Questions regarding this Business Affairs Bulletin should be directed to: buscontracts@uthscsa.edu, or Eric Walls, Senior Director of Supply Chain Management, wallse@uthscsa.edu.