

UNTS OFFICE OF CONTRACT ADMINISTRATION

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CUSTOMER EXPERIENCE SURVEY



The annual Office of Contract Administration Customer Experience survey is now open. This short survey to helps us learn what enables your success and to shape your positive customer experiences with us. Comments received via the survey are helpful in our efforts to implement ideas, offer training, and enhance processes that will help you succeed in contracting. Please click on the following link https://unthsc.qualtrics.com/jfe/form/SV_885y7R03mHfvV7E or scan the QR code below with your mobile phone to take a short 7-minute survey.

Survey dates: 3/01/2024 – **extended to 4/30/2024**

Thank you in advance for your participation!



SOFTWARE/IT RELATED CONTRACTS

TX Government Code 2054.003(13) mandates that state agencies must only enter or renew contracts to receive cloud computing services that comply with [Texas Risk and Authorization Management Program \(TX-RAMP\)](#) requirements. If you have any contracts in process or upcoming software-as-a-service (SAAS) contracts [**this requirement comprises hardware purchases that include SAAS software**], submit or work with your department IT manager to complete the Technology Acquisition Questionnaire (TAQ) (<https://itss.untsystem.edu/divisions/mrs/it-compliance/technology-risk-assessment-program.php>) to ensure IT compliance and assist with the TX-RAMP certification process. *The IT approval needs to be attached to your requisition/contract submission.*

Does your contract require Board of Regent (BOR) approval?

03.904 Board Approval. University of North Texas System Chapter 03 – Board Governance Board of Regents (BOR) approval is required for contracts (including amendments, extensions, renewals or cumulative amendments) that have (or increase the total cost of a contract to) a cost or monetary value to the System, the System Administration, or an Institution of 1) Any contract that exceeds \$5,000,000 in the current fiscal year, 2) Any contract that exceeds \$2,000,000 per year for a multi-year contract, 3) Any contract with a term that exceeds five-years, including option years, with a cumulative value in excess of \$10,000,000.\$1,000,000 or more in cash or other consideration... (See [BOR 3.905](#) for exceptions).

[Please work with your appropriate Cabinet Member to begin the process for acquiring BOR approval.](#)

President's Cabinets (UNIT)	Links
UNTD	https://www.untDallas.edu/president/presidents-cabinet/index.php
UNTHSC	https://www.unthsc.edu/about-us/our-leadership/presidents-cabinet/
UNT	https://president.unt.edu/presidents-cabinet

FAQ HIGHLIGHT - How long will my contract review take?

Agreements are processed on a first-in first-out basis and can take from one day to several weeks to execute, depending on the complexity of the contract, contract approvals, the volume of contracts already in process, and availability of staff to process and/or sign.

Requests for Rush/Priority processing will be accommodated on a case-by-case basis. Approval for expedited processing is at the discretion of the UNTS Director of Contract Administration. Submitters should provide a justification statement explaining the necessity for expedited processing.



Contracts start with planning! So, when should you start? You may use the "[FAQ When Should I Start My Contract](#)" tool for general informational purposes to assist with planning.

Use of this tool is optional and does not replace any deadlines communicated in policy, process or procedure related to contract timelines.

COMMUNICATING WITH OCA

The UNTS Office of Contract Administration email address is



Department Email: UNTScontractadmin@untsystem.edu

⊘ Please discontinue use of any other email address for communication intended for the UNTS Office of Contract Administration.



For the most expedient service/response from OCA, please provide the contract number, external party legal name and (if applicable) the requisition or Purchase Order number.

CONTACT US

UNTS Office of Procurement, Office of Contract Administration

Department Email: UNTScontractadmin@untsystem.edu

HSC External webpage: <https://www.unthsc.edu/fiscal-services/> | HSC Internal webpage: <https://insite.unthsc.edu/fiscal-services/contract-administration/>

UNTS OCA webpage: <https://finance.untsystem.edu/contract-administration/index.php>

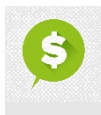
UNTS OFFICE OF STRATEGIC SOURCING

IN THIS ISSUE

- Description of Strategic Sourcing
- Purchasing Policy and Requirements Collaboration
- Contact Info

WHAT EXACTLY IS STRATEGIC SOURCING?

Strategic Sourcing is an organized, collaborative, data-driven approach to making informed purchasing decisions that result in achieving cost savings, improved services, and process efficiencies. It is a structured process of analyzing and leveraging overall spend to reduce the total cost of purchased goods and services, negotiate competitive contracts, and implement the most optimal solutions. The focus is on the total cost of ownership (TCO), which is not necessarily the lowest purchase price. Strategic Sourcing is a continuous process of information gathering, monitoring, and planning, as well as collaboration and relationship-management.



Your Partner for Savings -> The Strategic Sourcing team!!

HOW DO I START AN REQUEST FOR PROPOSAL (RFP)?



Select the link below and fill in the form to submit a Request for Solicitation to the appropriate Campus Liaison & Senior Strategic Sourcing Project Manager to begin the RFP process - Formal Solicitation Request link:

https://finance.untsystem.edu/sites/default/files/request_for_formal_solicitation.pdf

UNT CAMPUS - Procurement Representatives are coming to your campus 5/6/2024



Attention UNT Faculty/Staff:

To have more collaboration on complying with Purchasing Policy and Requirements, we are reaching out to Requisition Preparers/Approvers/Contract Liaisons on the Denton campus to share highlights from each area in Procurement and get your input on addressing a challenge.

Procurement Representatives are coming to your campus on Monday, May 6, 2024. We are offering two (2) in person sessions: Session 1 = 9:00a-10:30a and Session 2 = 1:30p-3:00p. These will be informative and interactive working sessions, limited to 42 persons per session. To join us, please use our Bookings link: [Purchasing Requirements \(UNT - In-Person\) 5/6/2024](#).

CONTACT US

UNTS Office of Procurement, Office of Strategic Sourcing

UNT/HSC	Technology	UNTD/UNTS	UNT/Denton
<ul style="list-style-type: none">• Barry Sullenberger• Campus Liaison & Senior Strategic Sourcing Project Manager• Office: (940) 369-5574, Email: Barry.Sullenberger@untsystem.edu	<ul style="list-style-type: none">• Melissa Anderson• Campus Liaison & Senior Strategic Sourcing Project Manager• Office: 940-369-5563, Email: Melissa.Anderson@untsystem.edu	<ul style="list-style-type: none">• Amanda Miller• Campus Liaison & Senior Strategic Sourcing Project Manager• Office: (940) 369-5617, Email: Amanda.Miller@untsystem.edu	<ul style="list-style-type: none">• Katawna Lincoln• Campus Liaison & Senior Strategic Sourcing Project Manager• Office: (940) 369-8379, Email: Katawna.Lincoln@untsystem.edu

Webpage: <https://finance.untsystem.edu/procurement/strategic-sourcing.php>

UNTS OFFICE OF HUB

IN THIS ISSUE

- DESCRIPTION OF HUB PROGRAM
- Spot Bid Fair

WHAT EXACTLY IS THE HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM?

A Historically Underutilized Business (HUB) is a for-profit entity that has not exceeded the size standards prescribed by the Texas Administrative Code, (40 TAC §101.205) and has its principal place of business in Texas, AND is at least 51% owned by an Asian Pacific American, African American, Hispanic American, Native American, American women and/or Service Disabled Veteran (20% disability rating), who resides in Texas and actively participates in the control, operations and management of the entity's affairs.

HOW CAN WE HELP?

The HUB team is here to assist UNT System and its component institutions in supporting the State of Texas Historically Underutilized Business (HUB) Program by facilitating connections to qualified and responsive HUB vendors. With the "Think HUB First" initiative, we are enhancing our utilization of a more diverse supplier base through strategic business partnerships. This aligns with the inclusive UNT System culture, as we are steadfast in our commitment to excellence through a "Think HUB First" culture across the entire UNT System.

SPOT BID Fair (SBF) 2024

- State agency purchasers are granted an exemption from purchasing items from Statewide Procurement Division (SPD) contracts for one-time purchases made at the "Doing Business Texas Style" Spot Bid Fair that occurs May 14-15, 2024.
 - The exemption is based on a best-value determination, which includes delivery time.
- These purchases should be one-time purchases and should not exceed a state agency's delegated purchasing limits for commodities (\$50,000) or services (\$100,000).
 - **This exemption does not and cannot waive any state law requirements on purchases.**
- See attached SBF form for additional info.

What are we asking of you?

- Review planned purchases for commodities or services
 - ☑ Are they routine or a one-time? Either will work.
 - ☑ Will that purchase occur within the next 6 or 12 months?
 - ☑ Do you have a vendor in mind already? Is that vendor a HUB?
 - ☑ Would you be willing to consider proposals from someone new?



UNT SYSTEM

- Identify the bid opportunities you can submit for Spot Bid Fair. The bid form is now available online: [FY24 Spot Bid Fair form](#).

Deadline to submit your Spot Bid Fair Opportunity Wednesday, May 8, 2024 by 5pm.

CONTACT US

UNTS Office of Procurement, Office of HUB

Department Email: hub@untsystem.edu

Webpage: <https://finance.untsystem.edu/vendor-resources/hub-program/index.php>

DOING BUSINESS TEXAS STYLE SPOT BID FAIR & HUB EXPO

Learn • Connect • Grow

MAY 14 -15, 2024

IRVING CONVENTION CENTER

UNT SYSTEM™
HUB Team

CONTACT INFO

O: 940.369.5500

Toll-Free: 855.868.4357

hub@untsystem.edu



The “Doing Businesses Texas Style” Spot Bid Fair is an annual event intended to provide opportunities for all Texas-based vendors to bid on the procurement opportunities provided by State Agencies and Universities. It’s the brainchild of State Senator Royce West and is co-hosted by the Dallas/Fort Worth Minority Supplier Development Council.

“Easy” Opportunities...

items that we know we will purchase regardless of the fiscal environment

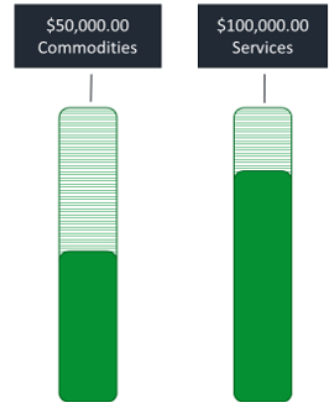


“Doing Businesses Texas Style” Spot Bid Fair

- These purchases should be one-time purchases and should not exceed a state agency’s delegated purchasing limits for commodities (\$50,000) or services (\$100,000).

• *This exemption does not and cannot waive any state law requirements on purchases.*

The exemption is valid only during the Spot Bid Fair and any reasonable time needed afterward to complete contract awards initiated at the Spot Bid Fair.



What are we asking of you?



Go to the HUB website:

<https://finance.untsystem.edu/vendor-resources/hub-program/>



Download the FY 24 Spot Bid Fair Form



Complete the DEPARTMENT section of the Adobe (PDF) version of the form you downloaded to your computer/laptop



Submit the PDF form to the HUB team by clicking the button in the PDF or send to the HUB email address: hub@untsystem.edu.

HUB Program

UNT System manages the University of North Texas’s HUB program as a shared service. The State of Texas HUB Program is our way of demonstrating a genuine, **good-faith** effort to diversify our procurement opportunities.

UNT SYSTEM™
HUB Program

THINK HUB FIRST!
HISTORICALLY UNDERUTILIZED BUSINESSES

HUB@UNTSystem.edu

