

HOW DEPARTMENT HEADS DELEGATE A CONTRACT LIAISON

Purpose: Each Department Head or Chair responsible for areas that require entering into contractual, business agreements on behalf of the institution designates one or more Contract Liaisons for their department. These Contract Liaisons act as the primary point of contact for contract-related matters within their department and work in coordination with OCA to manage contracts at the departmental level.

Contract Liaisons receive regular communications and updates from the OCA, which include information on available resources, changes to reference materials, policies, and procedures, as well as reminders about required tasks and processes. They also participate in training sessions on the Total Contract Manager (TCM) system and general contract management practices.



How do I delegate a Contract Liaison?

FOLLOW THESE STEP-BY-STEP INSTRUCTIONS:

1. Go to either of the UNTS Office of Contract Administration *CONNECT* pages for Contract Liaisons:

- a. [UNT System webpage | Contract Liaisons](#)

From the UNT System webpage | Contract Liaisons – scroll to the 'Contract Liaison Delegation/List' section, click to open up the section and then select the “View and Update Contract Liaisons” link:

- b. [UNT Health webpage | Contract Liaisons](#)



From the UNT Health webpage | Contract Liaisons – scroll to the 'Contract Liaison Delegation/List' section, click to open up the section and then select the “View and Update Contract Liaisons” link:

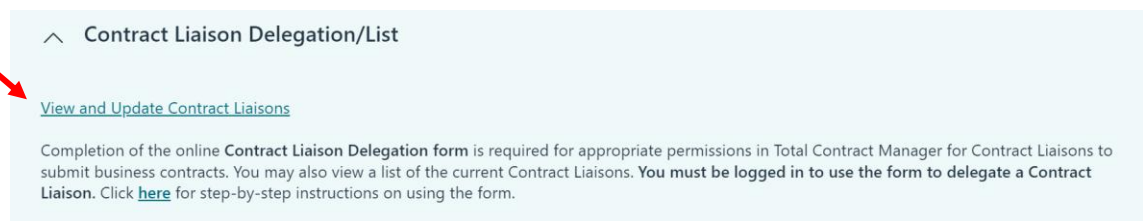


Figure 1

2. You must be logged in to use the form.

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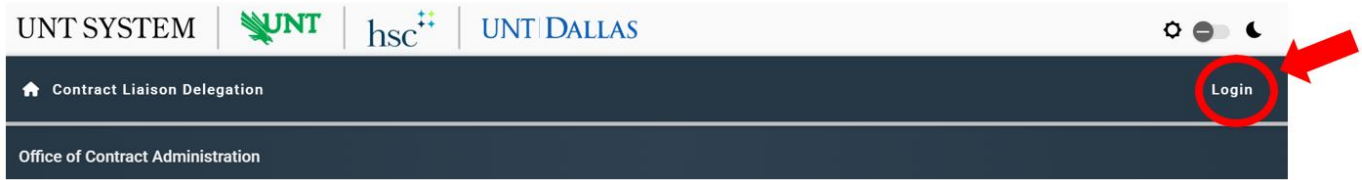


Figure 2

3. Login using your EIS login and password.

UNT System

Sign in with your e-mail address

patrice.victor@unthsc.edu

Password

☐ Keep me signed in

Sign in

Figure 3

4. Once logged in, select '+ Add Liaison'.

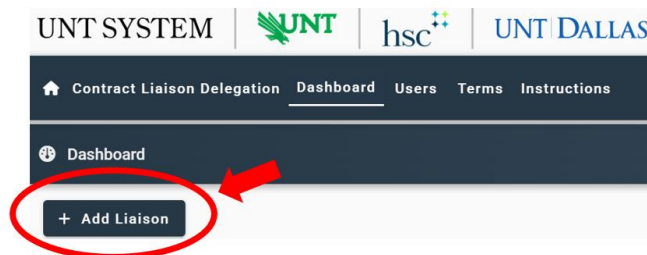


Figure 4

5. Answer the disclaimer statement.

Department Head Confirmation

For Department Head Use Only

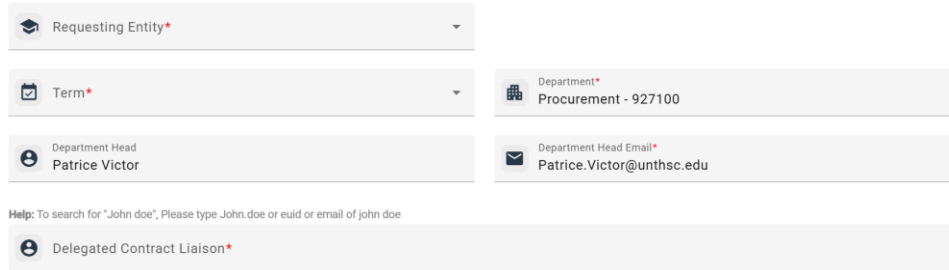
Adding a Contract Liaison Delegate is limited to Department Heads only. By clicking "Yes", you attest that you are a Department Head and have the rights to create a Contract Liaison Delegate.

No Yes

Figure 5

6. The fields highlighted with an asterisk must be completed.

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The screenshot shows a web form with the following fields:

- Requesting Entity***: A dropdown menu.
- Term***: A dropdown menu.
- Department***: A text field containing "Procurement - 927100".
- Department Head**: A text field containing "Patrice Victor".
- Department Head Email***: A text field containing "Patrice.Victor@unthsc.edu".
- Delegated Contract Liaison***: A text field.

Below the fields is a help message: "Help: To search for 'John doe', Please type John.doe or euid or email of john doe".

Figure 6

7. The Contract Liaison field requires the official name of the delegated individual. If you can't find that individual by name, please search using their email address or EUID.
8. Check the box to show you accept the terms and click 'Submit'. ☐ Check this box to sign as Department Head
The form will automatically route to the Contract Liaison, where they should sign and submit.



Once the Department Head/Director has designated a department Contract Liaison, the UNTS Office of Contract Administration will email instructions to the Liaison to enroll in or access contract related training. Once training is complete, and the Contract Liaison has logged in to ePro Total Contract Manager ([Procurement](#) | [ePro](#)), they will be granted the permissions to submit Contract Requests.

Please also note that there are helpful TCM guides on the Office of Contract Administration website. Feel free to browse the website for other useful information.

[Contract Administration](#) | [Total Contract Manager](#) | [Contract Liaisons](#) | [FAQs](#) | [Meet the Staff](#) | [Policies and Procedures](#) | [Training & Resources](#) | [Contract Reporting](#) | [Click-Wrap Approval](#) | HSC Internal webpage:
[https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Total-Contract-Manager-\(TCM\).aspx](https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Total-Contract-Manager-(TCM).aspx)

For questions, contact us:

UNTS Office of Procurement, Office of Contract Administration
Department Email: UNTScontractadmin@untsystem.edu