



UNTS Quick Reference Guide TOTAL CONTRACT MANAGER (TCM)

PRODUCT VERSION 23.1

Modified on Tuesday, March 21, 2023 for training purposes.

Notifications

End Date – Advance Notice

- Contract will expire with no action

Renewal Date – Advance Notice

- Contract will auto-renew with no action

Review Date Passed

- OCA requests contract review & response

Advance notifications in Total Contract Manager (TCM) can be set up for contract start dates, end dates and renewal dates. The purpose of the notifications is to:

- Inform
- To provide a reminder to take action (when applicable) prior to an event occurring
 - Contract compliance & monitoring

When a contract has an expiration or renewal date, the Office of Contract Administration sets up at least 3 notifications in Total Contract Manager (TCM). The general formula for when you will receive a Notification in TCM is based on the termination language in the contract. We set up the Notifications so that you receive them early enough to have time to determine further action on the contract.



When you receive an End date or Renewal Date Advance Notification from TCM, you will:

1. Review the Contract Record in TCM
2. Review the contract attachment(s) in TCM
3. Notify OCA of intent to terminate, amend, or renew the contract by forwarding the Notification email to us and including your response

If we do not receive any correspondence from you, we will assume you intend to allow the contract to expire or automatically renew accordingly.

We will utilize the Review Date Passed notification when the contract *does not* have an expiration date. When you receive a Review Date Passed Notification from TCM, you will:

1. Review the Contract Record in TCM
2. Review the contract attachment(s) in TCM
3. Review the **Comment section** in TCM to see the "Reason for Contract Review"
4. Reply to the Comment Thread in TCM. **Note:** You will only receive ONE reminder for the "Review Date Passed" Notification.

UNT SYSTEM™



Contracts Modules



Contracts



Contracts



hsc
THE UNIVERSITY OF NORTH TEXAS
HEALTH SCIENCE CENTER AT DORT WORTH




UNT SYSTEM™
MARKETPLACE



DISCLAIMER For the time being - Notifications will be from both TCM contract modules. The training samples may be from either systems. The function is the same however the messaging may be different.


For the time being - Notifications will be from both TCM contract modules. The training samples may be from either system. The function is the same however the messaging may be different.

UNT SYSTEM™




Notifications in TCM

- > Advance notifications in Total Contract Manager (TCM) can be set up for contract start dates, end dates and renewal dates.
- > The purpose of the Notification is to:
 - Inform
 - To provide a reminder to take action (when applicable) prior to an event occurring
 - > Contract compliance & monitoring



Notifications in TCM will eventually replace the Expiring Contract Monthly Reports


UNT SYSTEM™



Email: End Date – Advance Notice

UNT_System_Contract_Team_untsystem@scquest.com

From: TCM-Office of Contract Administration <untsystem@scquest.com>
Sent: Saturday, July 4, 2020 12:00 AM
To: Chassay, Mark <Mark.Chassay@untsc.org>
Subject: [UNT] 2017-1207, Covenant Hospital - Plainview - Advance Notice of Contract End Date



Re: CONTRACT ENDING DATE NOTIFICATION for 2017-1207, with Covenant Hospital - Plainview

Dear Charles Chassay,


This email is to remind you of ACTION REQUIRED concerning the contract listed in the Subject. Please check below for additional information.

Notification Type - Advance Notice of End Date
End Date - 10/12/2020


This is an example of the email you will receive from TCM. The email will come from the TCM System therefore, you may need to periodically check your Junk Mail & Clutter folders to ensure you are receiving these emails.

The type of notice you are receiving will be described in the Subject line. The body of the email will contain the contract name, contract # and date that triggered the notification. You can access the Contract Record in TCM by selecting "View Contract" button.

UNT SYSTEM™




Email: End Date – Advance Notice



Re: CONTRACT ENDING DATE NOTIFICATION for 2017-1207, with Covenant Hospital - Plainview

Dear Charles Chassay,

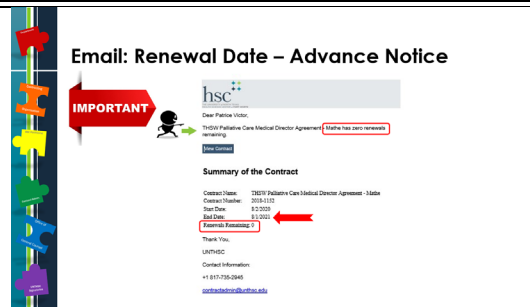
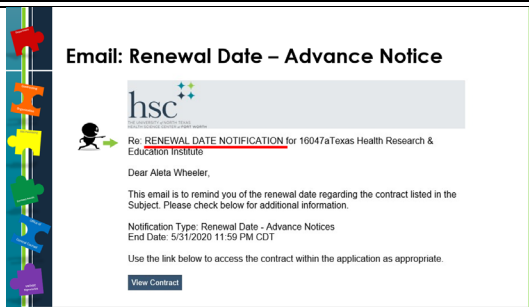


This email is to remind you of ACTION REQUIRED concerning the contract listed in the Subject. Please check below for additional information.

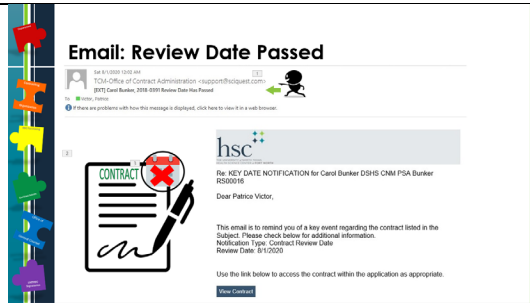
Notification Type - Advance Notice of End Date
End Date - 10/12/2020

Use the link below to access the contract within TCM and notify contractadmin@untsc.org of your intent to allow the contract to expire or to extend or renew the contract. Please reference the Contract Number in the subject line of your email.

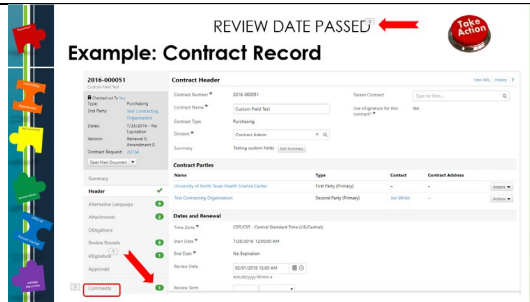
View Contract



When your contract has renewals and the automatic renewals are coming to an end. You will receive this notice letting you know there are no more or zero renewals. You will receive the notice at the beginning of the last term.



Here is an example of the Review Date Passed notification. This notification is slightly different because we typically set this notification on contracts that *do not* have an expiration date. The email looks the same but the Action Steps we are asking you to complete are slightly different. See below.



When you Receive a Review Date Passed notification, review the Comments Section.



Look for the Comment Thread with “Reason for Review” as the header. The comment will explain why we set up the notification for you to review the contract. Once your review is complete & you are ready to respond, you will “Reply to the Thread”

OCA Staff on Contract Record

2021-0390

Users and Contacts

Contract Manager * **John Smith**

Division Users (5)

External Contacts

Question for OCA staff about Comment? Direct your question to the Contract Manager listed on the Contract Record or send the question to our department email.

Notification Action Items

END DATE & RENEWAL DATE

- > Review the Contract Record in TCM
- > Review the contract attachment(s) in TCM
- > Notify OCA of intent to terminate, amend, or renew the contract by forwarding the Notification email to us and including your response

REVIEW DATE PASSED

- > Review the Contract Record in TCM
- > Review the contract attachment(s) in TCM
- > Review the Comment section in TCM to see the "Reason for Contract Review"
- > Reply to the Comment Thread in TCM

Notification Action Items

- > Once you have responded to a Notification you received in TCM, you can treat the additional reminders as informational reminders only.

Note: You will only receive **ONE** reminder for the "Review Date Passed" Notification.

Take Action

UNTS Office of Contract Administration

NEW 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>