



UNTS Quick Reference Guide
TOTAL CONTRACT MANAGER (TCM)
PRODUCT VERSION 25.1
 Modified on 4/9/2025 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

End Date Passed Notification

- Contract end date has passed and the Contract Status will be EXPIRED.

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.

For next steps to renew or extend an expiring contract, refer to this [UNTS BUSINESS CONTRACT CHECKLIST for CLs](#)

More questions, contact us: Office of Contract Administration Department Email: UNTScontractadmin@untsystem.edu

Currently the Office of Contract Administration has 2 instances of TCM:

UNTHSC: [https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Total-Contract-Manager-\(TCM\).aspx](https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Total-Contract-Manager-(TCM).aspx)
 UNTS/UNT/UNTID: <https://finance.untsystem.edu/contract-administration/total-contract-manager.php>



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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

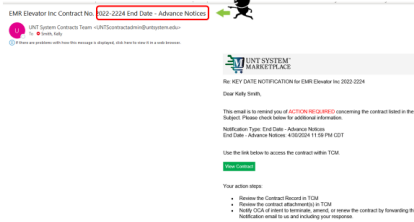


Notifications in TCM will eventually replace the Expiring Contract Monthly Reports. Expiring Contracts Reports can be found on the UNTS OCA website: <https://finance.untsystem.edu/contract-administration/contract-reporting.php>



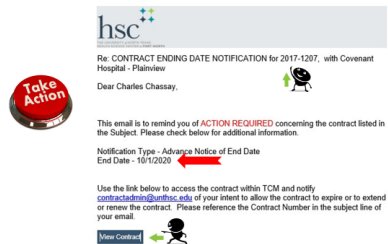
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Email: End Date – Advance Notice



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Email: End Date – Advance Notice



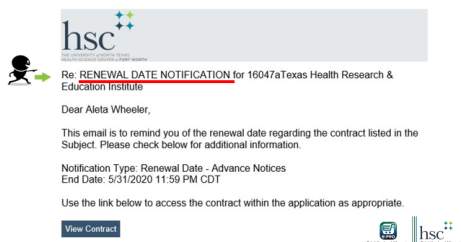
This is an example of the email you will receive from TCM. The email will come from the TCM System therefore, you may need to periodically check your Junk Mail & Clutter folders to ensure you are receiving these emails.

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.



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Email: Renewal Date – Advance Notice

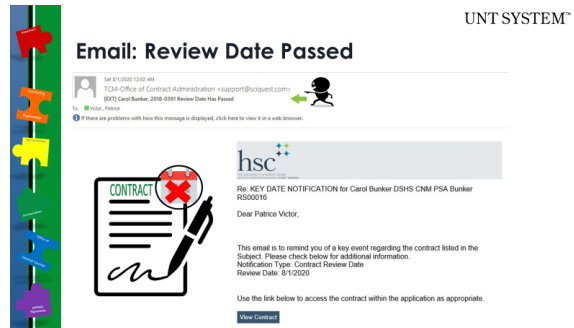


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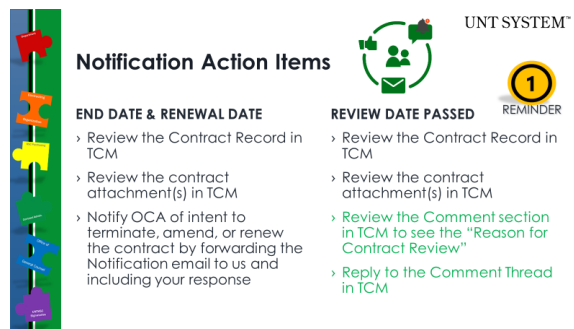
Email: Renewal Date – Advance Notice



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.



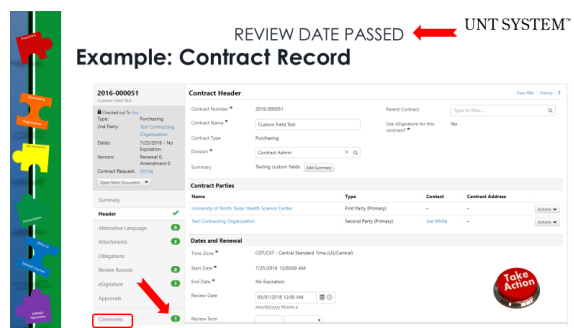
Here is an example of the Review Date Passed notification. This notification is slightly different because we typically set this notification on contracts that *do not* have an expiration date. The email looks the same but the Action Steps we are asking you to complete are slightly different. See below.



When you receive a notifications, please act accordingly:

- Review the Contract Record & 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

For next steps to renew or extend an expiring contract, refer to this [UNTS BUSINESS CONTRACT CHECKLIST for CLs](#)



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



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REVIEW DATE PASSED

Example: COMMENT on Contract Record

› Open the comment section with “Reason for Review” as the Comment Thread header.

Reason for Review


The contract is a current contract that renews automatically annually. After review, it appears that the contract is still in effect since the Office of Contract Administration (OCA) is not aware of any correspondence indicating intent to or cancellation of the contract agreement. We recommend that a designated person in your department or your department Contract Liaison review the contract terms and conditions for accuracy as the potential for change/updates increases as the lifecycle of the contract continues. Let us know by email correspondence the result of your contract review. Thank you, Office of Contract Administration (OCA) (505) 817-135-2445 Department Email: contractadmin@untsc.edu

Added 2/14/2018 at 11:15 AM by Patricia Victor

Reply to the Thread

Reply to the Comment Thread in TCM
Include the OCA Staff on the Comment

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”



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OCA Staff on Contract Record

Users and Contacts

Contract Managers *


Other Users

Division Users (55)

Visibility Controls

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.




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End Date Passed Notification

NEW

CONTRACT AGREEMENT



› OCA will also set up this Notification on certain records.

› This notice means the contract end date has passed and the Contract Status will be EXPIRED.

OCA will also set up this Notification on certain records. This End Date Passed notice means the contract end date has passed and the Contract Status will be EXPIRED. No further action, work, services, payments should be made on expired contracts.





Notification Action Items

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

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

TAKE ACTION 

Contract Reporting

Reports from Total Contract Manager (TCM)

The information provided herein is derived from the contract management tool, TCM, and is continually subject to updates and changes. Reports contain listing of contract files that will expire within the next 120 days from the date of the report.

Pending Contracts

This Excel report contains a listing of contract files for the UNT System, UNT, and UNT-Dallas campuses that are in process and not yet executed (signed). * HSC campus users, for the time being, view the status of pending contracts in [TCM at HSC](#).

NOTE: Agreements are processed on a first-in first-out basis and can take from one day to several weeks to execute, depending on applicable contract approvals, the volume of contracts currently in process, the availability of the University staff to process and the availability of signatories to execute contracts. Requests for Rush/Priority processing will be accommodated on a case-by-case basis.

[UNTS\UNT\UNT\HSC Pending Business Contracts as of 6/28/2024](#)

Expiring Contracts

This Excel report contains a listing of contract files for the UNT System, UNT, and UNT-Dallas campuses that will expire within the next 500 days from the date of the report. Confidential records are excluded from the report. * HSC campus users, for the time being, view the status of pending contracts in [TCM at HSC](#).

For next steps to renew or extend an expiring contract, refer to this [UNTS BUSINESS CONTRACT CHECKLIST for CLs](#).
[UNTS\UNT\UNT\HSC Expiring Business Contracts as of 6/12/2024](#)

Please also check the UNTS OCA webpage for expiring contracts reports: [Contract Reporting](#)

For additional help, contact:

UNT System Procurement, Contracts

Department Email: UNTScontractadmin@untsystem.edu

HSC External webpage: <https://www.unthsc.edu/division-of-finance/contract-administration/>

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)

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