



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.

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)

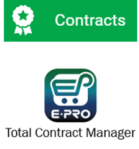
UNTS/UNT/UNTID: <https://finance.untsystem.edu/contract-administration/total-contract-manager.php>

UNT SYSTEM

Contracts Modules



hsc
Total Contract Manager



E-PRO
Total Contract Manager

DISCLAIMER 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.

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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

Take Action!

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>

UNT SYSTEM

Email: End Date – Advance Notice

EMR Elevator Inc Contract No. **802-2224 End Date - Advance Notice**

UNT System Contracts Team <UNTSystemContracts@untssystem.edu>
10/12/2020, 11:58 AM

Re: **ADVANCED NOTIFICATION for EMR Elevator Inc 2022-2024**

Your Reply: [None]

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

Notification Type - End Date - Advance Notice
End Date - Advance Notice 4/30/2024 11:58 PM CDT

Use the link below to access the contract within TCM.

[View Contract](#)

Your action steps:

- Review the Contract Record in TCM
- Renew the contract when needed in TCM
- Notify OCA of needs to extend, amend, or renew the contract by forwarding the email to oca@untssystem.edu and including your response.

UNT SYSTEM

Email: End Date – Advance Notice

hsc

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.

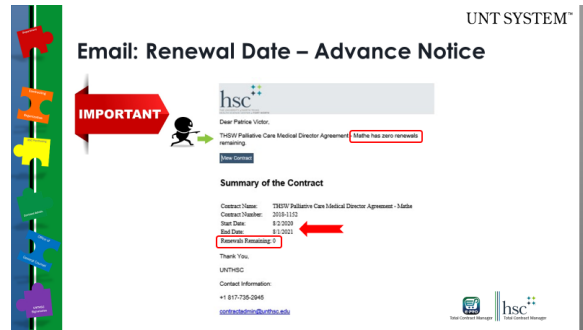
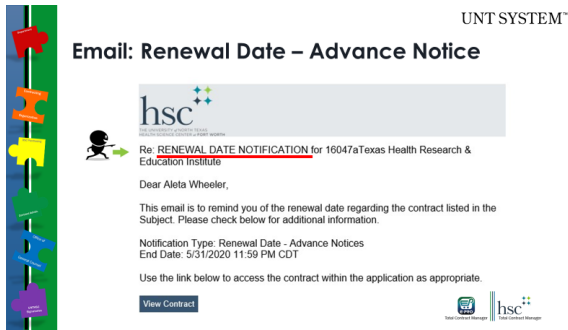
Notification Type - Advance Notice of End Date
End Date - 10/1/2020

Use the link below to access the contract within TCM and notify contractadmin@untssystem.edu 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.

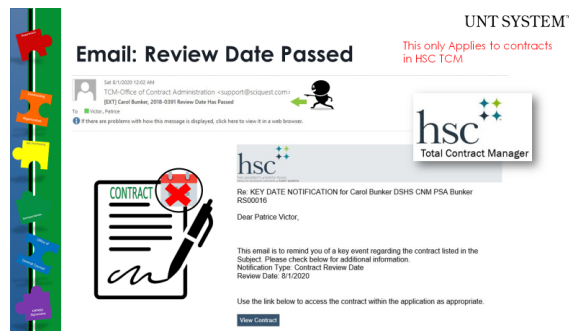
[View Contract](#)

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.



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.



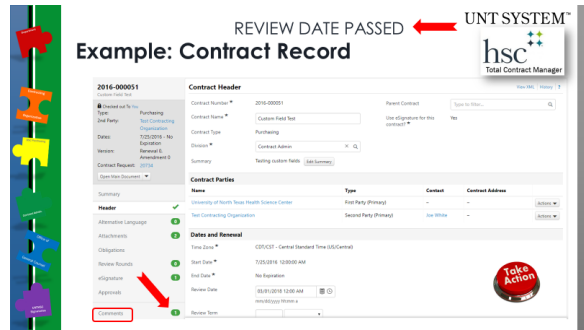
Here is an example of the Review Date Passed notification. **This only applies to contracts in HSC TCM.** This notification is slightly different because we typically set this notification on contracts that *do not* have an expiration date. The email looks the same but the Action Steps we are asking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



When you receive a notifications, please take action 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

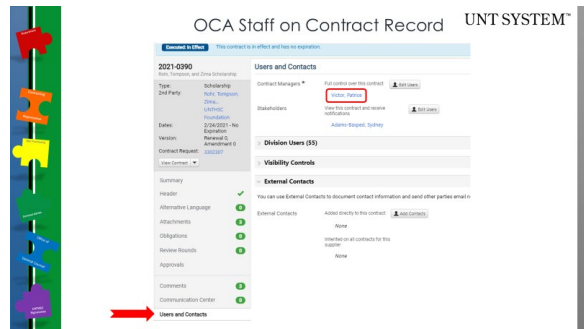
For next steps to renew or extend an expiring contract, refer to this [UNTS BUSINESS CONTRACT CHECKLIST for CLs](#)



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



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”



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.



End Date Passed Notification



- > 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.



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

TAKE ACTION ↑

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>