DECISION CHART FOR SUBMISSION OF UNTS BUSINESS CONTRACTS

**Contracts for Subawards and Subcontracts for Sponsored Projects & contracts for clinical trials or investigational study agreements.**

Research is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied.

- **For leases, Be sure to include PMV (if applicable).**
- **Submit to appropriate campus Research Office (including budget) for review and processing.**

Effective 9/1/2024 payment for all contracts must start with a requisition (no PCARD payments).

**Purchasing Contracts (also including Operations)**

Contracts for the exchange goods or services that require payment but do not include clinical services, an accreditation requirement or protocol research.

- Payment by PO: Prepare a UNTS Marketplace requisition for review.
- Payment by PCARD: submit Contract Request in Total Contract Manager (TCM) for contract processing, routing and administration by the OCA.

**Research, Grant or Non-Clinical Government Contracts**

Contracts are related to the provision of medical services by physicians and providers.

Submit to UNTHSC Exec Dir of Clinical Operations for review/approval. If approved to proceed, prepare a Contract Request in Total Contract Manager (TCM) for contract processing, routing and administration by the OCA.

**Clinical Contracts**

- For leases, Be sure to include PMV (if applicable).

**Other Contracts (including Revenue & Non-monetary)**

Including Academic Contracts (arrangements for students to complete residencies, internships, rotations, preceptorships, etc.) and Advancement agreements (gifts, foundation, scholarship, and other philanthropic related contracts and agreements).

Prepare a Contract Request in Total Contract Manager (TCM) for contract processing, routing and administration by the Office of Contract Administration (OCA).


**Software 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. Submit IT related contracts to IT Compliance via the Technology Acquisition Questionnaire (TAQ) [https://itss.untsystem.edu/divisions/mrs/it-compliance/technology-risk-assessment-program.php](https://itss.untsystem.edu/divisions/mrs/it-compliance/technology-risk-assessment-program.php). The IT approval needs to be attached to your requisition/contract submission.

The UNTS Office of Strategic Sourcing team assists in making informed decisions related to your sourcing needs: [Strategic Sourcing (untsystem.edu)](https://untsystem.edu)

The UNTS Office of HUB is available to assist with locating qualified and responsive HUB vendors: [Historically Underutilized Business (untsystem.edu)](https://untsystem.edu)

**Important**

REMINDER

TCM

The UNTS Office of Contract Administration (OCA) is responsible for the administration and management of contracts. They ensure that contracts are processed efficiently and accurately, providing guidance and support to contract requestors.

New contracts must be prepared in Total Contract Manager (TCM) for review and processing. This process ensures that all necessary information is collected and that the contract meets the requirements for successful implementation.

**For leases, Be sure to include PMV (if applicable).**

**REMINDER**

Effective 9/1/2024 payment for all contracts must start with a requisition (no PCARD payments).