

# DECISION CHART FOR SUBMISSION OF UNTS BUSINESS CONTRACTS



UNTS Office of Strategic Sourcing team assists in making informed decisions related to your sourcing needs: [Strategic Sourcing \(untsystem.edu\)](https://untsystem.edu)  
 UNTS Office of HUB is available to assist with locating qualified and responsive HUB vendors: [Historically Underutilized Business \(untsystem.edu\)](https://untsystem.edu)


## 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 UNTS Office of Contract Administration (OCA).



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


**IMPORTANT** 

**TCM**

## Research, Grant or Non-Clinical Government 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.


 • 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)

## Clinical 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 UNTS Office of Contract Administration (OCA).


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

**TCM**

## 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).

 **TCM**

UNTS/UNT/UNTD campuses route "other" contracts via your current process.



## 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 \(TX-RAMP\)](https://its.unthsc.edu/division-of-finance/contract-administration/) requirements. Submit IT related contracts to IT Compliance via the Technology Acquisition Questionnaire (TAQ) (<https://its.unthsc.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 Contract Administration (OCA) will officially begin working a contract when received through, Total Contract Manager (TCM). HSC Internal webpage: <https://insite.unthsc.edu/division-of-finance/contract-administration/>, UNTS webpage: <https://finance.untsystem.edu/contract-administration/index.php>