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)
UNTS Office of HUB is available to assist with locating qualified and responsive HUB vendors: Historically Underutilized Business (untsystem.edu)
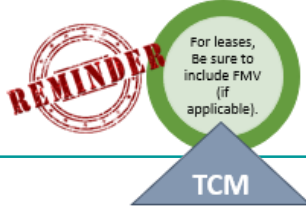
Purchasing Contracts

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 ePro requisition for review, upload all contract related documents

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).

REMINDER — For leases, Be sure to include FMV (if applicable).

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.

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).

REMINDER — 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

The UNTS Office of Contract Administration (OCA) will officially begin working a contract when received through ePro Total Contract Manager (TCM).

E·PRO
Total Contract Manager

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). *The IT approval needs to be attached to your requisition/contract submission.*