OCA is expanding!

After 12 years exclusively at the HSC campus, we are expanding! The HSC Office of Contract Administration is becoming the UNT System Office of Contract Administration (OCA). Expansion across the UNT System will include launching the Contract Liaison Program at UNT System Administration, UNT and UNT-Dallas, a UNTS OCA website, and contract related training in UNT Bridge.

The UNTS Office of Contract Administration (OCA) supports all campuses with facilitating business contract review, processing, routing, administration and execution.

I have a contract, where do I start?

Start here

Contract Management Handbook


FAQ

How long will my contract review take?

Agreements are processed on a first-in first-out basis and can take from one day to several weeks to execute, depending on the complexity of the contract, contract approvals, the volume of contracts already in process, and availability of staff to process and/or sign.

Requests for Rush/Priority processing will be accommodated on a case-by-case basis.

Contracts start with planning! So, when should you start? You may use the “FAQ When Should I Start My Contract” tool for general informational purposes to assist with planning.

Use of this tool is optional and does not replace any deadlines communicated in policy, process or procedure related to contract timelines.

Contract Liaison Program

Contract Liaisons will serve as a departmental contract contact and will collaborate with the Office of Contract Administration in managing contracts at the department level.

Each fiscal year, Department heads/Directors/Chairs that have cause to enter into business contracts must delegate Contract Liaison(s) to submit contracts on behalf of their department.

Contract Liaison Delegation

For UNTS/UNT/UNTD users: delegate a Contract Liaison by completing the online Contract Liaison Delegation form.

*HSC campus users: follow the instructions on the HSC Contract Liaison webpage.
Thank you to everyone that completed our Customer Experience Survey!

Comments that are received via the survey are very helpful in our efforts to implement ideas, offer training, and enhance processes that will help you succeed in contracting. More info to come...

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. If you have any contracts in process or upcoming software-as-a-service (SAAS) contracts (this requirement comprises hardware purchases that include SAAS software), work with your department IT manager to complete the Technology Acquisition Questionnaire (TAQ) (https://itss.untsystem.edu/divisions/mrs/it-compliance/technology-risk-assessment-program.php) to ensure IT compliance and assist with the TX-RAMP certification process. The IT approval needs to be attached to your requisition/contract submission.

As the new eProcurement system, the UNTS Marketplace will replace the current ePRO process in EIS and streamline Accounts Payable, Contracts, and Vendor/Supplier Management in one system!

UNT System Marketplace gives you control over your shopping needs, from searching for items, tracking orders, (for non-HSC campuses) looking for contracts, managing payments, and running reports.

UPCOMING EVENTS

- Training on-demand in UNT Bridge and LearnHSC – be on the lookout for announcements!

Hello. As the end of the fiscal year draws near, we recommend reviewing your contract records to ensure timely renewals/close-outs as necessary. You can run a report from Total Contract Manager (TCM) to see a list of the contracts that will expire soon: Quick Reference Guide - Reports & Searches.

Contracts that Require Attention: Expiring Contracts Report

STEP-BY-STEP

*For UNTS/UNT/UNTD users: see the Expiring Contracts report on our Contract Reporting webpage.

CONTACT US

UNTS Office of Procurement, Office of Contract Administration

NEW Department Email: UNTScontractadmin@untsystem.edu

HSC External webpage: https://www.unthsc.edu/fiscal-services/ | HSC Internal webpage: https://insite.unthsc.edu/fiscal-services/contract-administration/

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