UNTS OFFICE OF CONTRACT ADMINISTRATION

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End of Fiscal Reminder

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:

Contracts that Require Attention: Expiring Contracts Report STEP-BY-STEP

- ❖ Log in to TCM
- ❖ Navigate to Contracts > Reports > Contracts That Require Attention: Expiring Contracts.
- ❖ Select the time period for the report by selecting one of the following options in the Contracts Ending Within field:
  - 0-30 Days, 31-60 Days, 61-90 Days, 91-120 Days, Next X Days, Date Range, or Remaining Fiscal Year
  - In the Renewal/Amendment Status field, select one of the following options. Leave the field blank to allow all records for the field to be returned:
    - ▹ No Renewal/Amendment Created - Returns expired or expiring contracts with no renewals or amendments created.
    - ▹ Renewal is In Progress - Returns expired or expiring contracts where there is a renewal created but it has not reached Executed: In Effect status.
    - ▹ Amendment is In Progress - Returns expired or expiring contracts where there is an amendment created but it has not reached Executed: In Effect Status.
  - In the Renewals Remaining field, select one of the following options. Leave the field blank to allow all records for the field to be returned:
    - ▹ None - Returns expired or expiring contracts with no renewals remaining (0 in the Renewals Remaining field on the contract header).
    - ▹ One or more - Returns expired or expiring contracts with at least one renewal remaining.
- ❖ Click Run Report. Contracts that meet search criteria are listed in the Graphs and Details sections.

We are available to assist with contract renewals and termination as necessary.

UNTHSC Total Contract Manager	UNTS/UNT/UNTD Total Contract Manager
https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Total-Contract-Manager-(TCM).aspx	https://finance.untsystem.edu/contract-administration/total-contract-manager.php

Did you see the Procurement CONNECT Announcements?

FY2024 UNT System Procurement Year-End Deadline Calendar
UNT System Marketplace is Now E-Pro.

Change on PCARD agreements FY25

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

UNT System Procurement, Contracts, Purchasing, and Accounts Payable are working together to identify which contracts & departments will be impacted by this change. For now, assume that any contracts for which the payment mechanism is a PCARD must be transitioned to the requisition process.

Please ensure that you have completed the appropriate UNTS Marketplace Bridge Training to be able to submit requisitions: Bridge Training (untsystem.edu)

This notice does not pertain to contracts for copier/printer services. Contracts for copier/printer services where the payment mechanism is a PCARD will continue to be an allowable expense on the PCARD.

We have dedicated some time to being available to answer questions:

Subject	Start Date	Start Time	End Time
Q&A w/Contracts - transitioning payments from PCARD to Requisition effective 9/1/2024	8/13/2024	3:30:00 PM	4:30:00 PM
Q&A w/Contracts - transitioning payments from PCARD to Requisition effective 9/1/2024	8/14/2024	3:00:00 PM	4:00:00 PM
Q&A w/Contracts - transitioning payments from PCARD to Requisition effective 9/1/2024	8/15/2024	3:00:00 PM	4:00:00 PM
Q&A w/Contracts - transitioning payments from PCARD to Requisition effective 9/1/2024	8/19/2024	10:00:00 AM	11:00:00 AM
Q&A w/Contracts - transitioning payments from PCARD to Requisition effective 9/1/2024	8/20/2024	2:00:00 PM	3:00:00 PM
Q&A w/Contracts - transitioning payments from PCARD to Requisition effective 9/1/2024	8/22/2024	1:00:00 PM	2:00:00 PM

Q&A w/Contracts - transitioning payments from PCARD to Requisition effective 9/1/2024	8/26/2024	11:00:00 AM	12:00:00 PM

Be on the lookout for the meeting invitations to attend a session.

## Coming soon - Time to Delegate Departmental Contract Liaisons

Department heads, it's time to delegate/renew Contract Liaisons for your departments. This is done at the beginning of each fiscal year to ensure each department is covered for their business contracting needs. A new form is required even if there are no changes to your department Contract Liaison.

When we open the form, you will submit a FY2025 by September 20, 2024. Completion of the online Contract Liaison Delegation form will be required for appropriate permissions in Total Contract Manager (TCM) for Contract Liaisons to submit business contracts. You will also view a list of the current Contract Liaisons.

Merging HSC TCM and UNTS Marketplace TCM

This project was placed on hold, but beginning in July of 2024 OCA will resume working on transitioning HSC contract records to UNTS Marketplace Total Contract Manager (TCM). I am sharing this information as a heads up. We will schedule meetings with any Contract Liaisons that have contract records marked as Confidential and ask for your patience as we work contracts and transition.
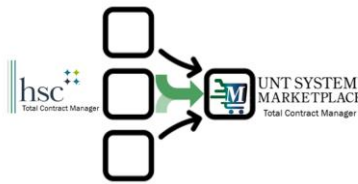
COMMUNICATING WITH OCA

The UNTS Office of Contract Administration email address is

Department Email: UNTScontractadmin@untsystem.edu

🚫 **Please discontinue use of any other email address for communication intended for the UNTS Office of Contract Administration.**

For the most expedient service/response from OCA, please provide the contract number, external party legal name and (if applicable) the requisition or Purchase Order number.

CONTACT US

UNT System Procurement, Office of Contract Administration
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

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

UNTS OFFICE OF STRATEGIC SOURCING

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- Description of Strategic Sourcing
- How do I start a request for proposal (RFP)?
- Contact Info

WHAT EXACTLY IS STRATEGIC SOURCING?

Strategic Sourcing is an organized, collaborative, data-driven approach to making informed purchasing decisions that result in achieving cost savings, improved services, and process efficiencies. It is a structured process of analyzing and leveraging overall spend to reduce the total cost of purchased goods and services, negotiate competitive contracts, and implement the most optimal solutions. The focus is on the total cost of ownership (TCO), which is not necessarily the lowest purchase price. Strategic Sourcing is a continuous process of information gathering, monitoring, and planning, as well as collaboration and relationship-management.

Your Partner for Savings -> The Strategic Sourcing team!!

HOW DO I START A REQUEST FOR PROPOSAL (RFP)?

START HERE Select the link below and fill in the form to submit a Request for Solicitation to the appropriate Campus Liaison & Senior Strategic Sourcing Project Manager to begin the RFP process - Formal Solicitation Request link:
https://finance.untsystem.edu/sites/default/files/request_for_formal_solicitation.pdf

CONTACT US

UNT System Procurement, Office of Strategic Sourcing

UNT/HSC	Technology	UNTD/UNTS	UNT/Denton
Barry Sullenberger Campus Liaison & Senior Strategic Sourcing Project Manager Office: (940) 369-5574, Email: Barry.Sullenberger@untsystem.edu	Melissa Anderson Campus Liaison & Senior Strategic Sourcing Project Manager Office: 940-369-5563, Email: Melissa.Anderson@untsystem.edu	Amanda Miller Campus Liaison & Senior Strategic Sourcing Project Manager Office: (940) 369-5617, Email: Amanda.Miller@untsystem.edu	Katawna Lincoln Campus Liaison & Senior Strategic Sourcing Project Manager Office: (940) 369-8379, Email: Katawna.Lincoln@untsystem.edu

Webpage: https://finance.untsystem.edu/procurement/strategic-sourcing.php

UNTS OFFICE OF HUB

IN THIS ISSUE
- DESCRIPTION OF HUB PROGRAM
- HOW DO I REQUEST HUB QUOTES?
- Save the Dates
- Contact Info

WHAT EXACTLY IS THE HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM?

A Historically Underutilized Business (HUB) is a for-profit entity that has not exceeded the size standards prescribed by the Texas Administrative Code, (40 TAC §101.205) and has its principal place of business in Texas, AND is at least 51% owned by an Asian Pacific American, African American, Hispanic American, Native American, American women and/or Service Disabled Veteran (20% disability rating), who resides in Texas and actively participates in the control, operations and management of the entity's affairs.

HOW CAN WE HELP?

The HUB team is here to assist UNT System and its component institutions in supporting the State of Texas Historically Underutilized Business (HUB) Program by facilitating connections to qualified and responsive HUB vendors. With the "Think HUB First" initiative, we are enhancing our utilization of a more diverse supplier base through strategic business partnerships. This aligns with the inclusive UNT System culture, as we are steadfast in our commitment to excellence through a "Think HUB First" culture across the entire UNT System.

HOW DO I REQUEST HUB QUOTES?

SPECIFICATIONS, include this info w/your request:
- Scope: Work involved in the project.
- Deliverables: Products or services to be provided.
- Tasks: Activities that must be accomplished.
- Milestones: Targets to help track progress.
- Schedule: Timelines and deadlines for the project.
- Standards: Quality levels to which the project team must adhere.
- *Bid due date*
- *Required delivery date*

TURNAROUND TIMELINE

The HUB team will proceed with creating a list of qualified and responsive HUB vendors and sending out for bid.

Plan for allowing the HUB vendors 5-7 working days (required) to respond.

The HUB team will provide updates as responses are received. **Please let us know when a bid opportunity has been awarded so that we can update the bidders.**

 Put together the specifications/quotes you have received and email the HUB team: HUB@untsystem.edu

Save the dates!

HSC HUB Vendor Fair OCT 2024

UNT HUB Vendor Fair NOV 2024

CONTACT US

UNT System Procurement, Office of HUB
Department Email: hub@untsystem.edu
Webpage: https://finance.untsystem.edu/vendor-resources/hub-program/index.php
LinkedIn: UNTS HUB LinkedIn