

UNTS OFFICE OF CONTRACT ADMINISTRATION

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Merging HSC TCM and UNTS ePro TCM



This project is now underway!!!

OCA is working on transitioning HSC contract records to UNTS E-PRO Total Contract Manager (TCM). I am sharing this information as a heads up to alert you to possible interruptions in service and/or access to records. We have scheduled meetings so that we can showcase the changes and answer questions. We will also alert you to any “black-out” periods that will impact your access to HSC Contract Records.

Thank you for your patience as we work contracts and through this transition.



Please visit the HSC Total Contract Manager (TCM) webpage to access the training invitations:
[https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Total-Contract-Manager-\(TCM\).aspx](https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Total-Contract-Manager-(TCM).aspx)

CUSTOMER EXPERIENCE SURVEY



The annual Office of Contract Administration Customer Experience survey will be opening soon. This short survey to helps us learn what enables your success and to shape your positive customer experiences with us. 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.

Estimated Survey dates: March 2025

Thank you in advance for your participation!

FAQ HIGHLIGHT (updated) - 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.

You can help lessen delays by ensuring information is provided with the contract submission, such as:

- Correct legal name of the parties filled in
- Correct contact & email address for external party
- Estimate or actual (cumulative) value of the contract filled in
- Completed Statements of Work and/or description of services
- Blanks on the contract document filled in (if there are questions or assistance needed, request assistance by adding a note to the “Special Instructions” or “Additional Information” field of the Contract Request

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 **updated** "FAQ When Should I Start My Contract" tool for general informational purposes to assist with planning. UPDATE – tool has estimated timelines for Goods, Services and Goods & Services.

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

EXPIRING CONTRACTS

We recommend regularly 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](#).

**For UNTS/UNT/UNTD users: use the Quick Reference Guide or see the Expiring Contracts report on our [Contract Reporting](#) webpage.*

QUICK REFERENCE GUIDES

- [Quick Reference Guide - TCM](#)
- [Quick Reference Guide - Reports & Searches](#)
- [Quick Reference Guide - Notifications](#)
- [Quick Reference Guide - submitting a PCARD or CLICKWRAP Agreement](#) (UNT/UNTD/UNTS campuses)
- [Job Aid - How do I find out the status of my contract?](#)
- [Job Aid - How/where do I find the Executed contract?](#)
- [UNTS BUSINESS CONTRACT CHECKLIST for CLs](#)

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](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)?
- Exclusive Acquisition Requests – Sole Source
- 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)?



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

Exclusive Acquisition Requests – Sole Source

EXCEPTION

While most purchases are typically made through a competitive bidding process, we use an *exception process* for those that meet specific criteria.

When the estimated cost exceeds \$15,000* and specifications limit consideration to one manufacturer, one product, or one service provider; please submit a request for a proprietary/sole source purchase by completing the [Proprietary/Exclusive Acquisition \(Sole Source\) Purchase Justification form](#) (REVISED 08/15/2024). Once approved, the approved proprietary/sole source procurement must be attached to the UNTS E-PRO requisition.

The Strategic Sourcing Team and Procurement Administration have final approval of a proprietary/sole source purchase.



* **COMING SOON** New process for purchases between \$15,000.01 to \$50,000.00.

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>

New Point of Contact for Strategic Sourcing



Please join me in giving a warm welcome to our newest team member, Kristopher “Kris” Robinson, who has joined UNTS Procurement as the Director of Strategic Partnerships. Kris will be your primary point of contact (POC) for Strategic Sourcing related items.

Contact detail of the new POC: Email: kristopher.robinson@untsystem.edu

UNTS OFFICE OF HUB

IN THIS ISSUE

- DESCRIPTION OF HUB PROGRAM
- HOW DO I REQUEST HUB QUOTES?
- Spot Bid Fair
- 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

SPOT BID Fair (SBF) - May 13-14, 2025

- State agency purchasers are granted an exemption from purchasing items from Statewide Procurement Division (SPD) contracts for one-time purchases made at the "Doing Business Texas Style" Spot Bid Fair that will occur in May of 2025.
 - The exemption is based on a best-value determination, which includes delivery time.
- These purchases should be one-time purchases and should not exceed a state agency's delegated purchasing limits for commodities (\$50,000) or services (\$100,000).
 - **This exemption does not and cannot waive any state law requirements on purchases.**

What are we asking of you?

- Review planned purchases for commodities or services
 - Are they routine or a one-time? Either will work.
 - Will that purchase occur within the next 6 or 12 months?
 - Do you have a vendor in mind already? Is that vendor a HUB?
 - Would you be willing to consider proposals from someone new?



- Identify the bid opportunities you can submit for Spot Bid Fair. The bid form will be available online as we get closer to May.

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](#)