

# 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.

## Coming soon - Time to Delegate Departmental Contract Liaisons



**Department heads, it's almost 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 the form is available for new submissions, the department Director/Leadership you will delegate a Contract Liaison for FY2026. 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.

## Coming soon – Changes to Contract Request in UNTS ePro TCM

**Why?** To ensure proper routing of incoming contracts.

## FY 2026 Contracts (payment by requisition/Purchase Order)



Can I process a contract for FY 2026 now [payment method Purchase Order]?

Yes, you can and here's how:

1. Is the contract IT related?

- Follor your campus IT procedures and/or complete a TAQ.
- You will need the TAQ # and evidence of IT approval to submit a requisition, a contract or acquire a PCARD purchase approval.

2. Procurement Method?

- Check dollar thresholds for Policy and Requirements related to Procurement Method (quotes, informal bid, formal bid, etc.) & follow appropriate method.
- Submit a Requisition in E-PRO (formerly UNTS Marketplace)
- Attach the contract/agreement (all supporting documentation) to the requisition electronically in E-RPO. If the contract is less than \$100,000 and does not involve clinical services, no further action is necessary to complete the procurement process.

3. The BUYER will submit the Contract Request in TCM in E-PRO Total Contract Manager (TCM)

- See exceptions



Stop sign

**REMINDER:** For contracts where the payment method is a Purchase Order, the Buyers will submit the Contract Requests in ePro TCM on your behalf (all campuses).

Exceptions to the BUYER submitting the Contract Request in ePro TCM:

1. When the requisition auto approves to a PO
2. After PO dispatch, if the vendor rejects PO Terms & Conditions
3. After PO dispatch, if the vendor requires signatures

If these exceptions apply, the *Contract Liaison* submits the Contract Request in ePro TCM. Duplicate submissions can cause delays and will be rejected or returned.

Resource links:

- TAQ: <https://technology.untsystem.edu/divisions/citc/it-compliance/technology-risk-assessment-program.php>
- Procurement | Policy and Requirements: <https://myunt.sharepoint.com/sites/ConnectFinance/SitePages/Procurement-Policy-and-Requirements.aspx>
- Multi-year POs: [Guide to entering Multi-FY Requisitions/POs in ePro](#) (PDF)

Contract Request submissions for future fiscal year expenditures that require a Purchase Order and are not submitted in accordance with these established procedures will be returned or rejected.

COMMUNICATING WITH OCA

The UNTS Office of Contract Administration email address is



Department Email: [UNTContractadmin@untsystem.edu](mailto:UNTContractadmin@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: [UNTContractadmin@untsystem.edu](mailto:UNTContractadmin@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

IN THIS ISSUE

- 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)?



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](https://finance.untsystem.edu/sites/default/files/request_for_formal_solicitation.pdf)



**New process for submitting requests for formal solicitations**

## 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: <a href="mailto:Barry.Sullenberger@untsystem.edu">Barry.Sullenberger@untsystem.edu</a>	Melissa Anderson Campus Liaison & Senior Strategic Sourcing Project Manager Office: 940-369-5563, Email: <a href="mailto:Melissa.Anderson@untsystem.edu">Melissa.Anderson@untsystem.edu</a>	Kris Robinson Director of Strategic Partnerships UNT System Procurement, Strategic Sourcing UNT Dallas & UNTS <a href="mailto:kristopher.robinson@untsystem.edu">kristopher.robinson@untsystem.edu</a>	Katawna Lincoln Campus Liaison & Senior Strategic Sourcing Project Manager Office: (940) 369-8379, Email: <a href="mailto:Katawna.Lincoln@untsystem.edu">Katawna.Lincoln@untsystem.edu</a>

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?
- 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.

## COMING SOON – NEW PROCESS FOR HOW TO 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 3 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](mailto:HUB@untsystem.edu)



**New process for requesting HUB quotes (informal solicitations)**

## CONTACT US

### UNT System Procurement, Office of HUB

Department Email: [hub@untsystem.edu](mailto:hub@untsystem.edu)

Webpage: <https://finance.untsystem.edu/vendor-resources/hub-program/index.php>

LinkedIn: [UNTS HUB LinkedIn](#)

