

Total Contract Manager (TCM) is a module within UShop intended to house all of the university's procurement-based* contracts.

* Procurement-based refers to contracts that are the result of a competitive bid, sole source approval, or other procurement process. Procurement-based contracts will have an associated Ushop requisition/purchase order number that may be referenced to the contract in TCM.

The TCM Module Provides:

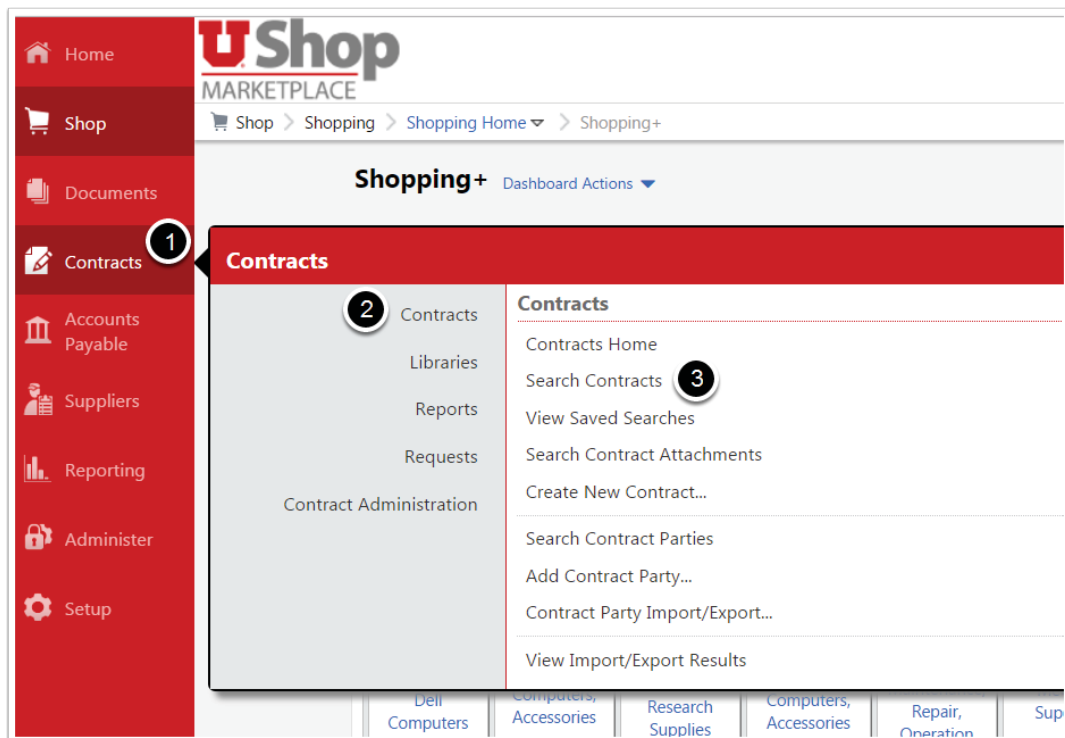
- Streamlined management of procurement-based contracts through collaboration, approval and compliance.
- Preset alerts to notify of upcoming contract renewal options or expiration.
- Transparent compliance with both State and Federal procurement laws.
- Broader platform for negotiating and securing procurement-based contracts.
- Repository for U of U procurement contracts, to store and research contracts specific to university and departmental procurement needs.
- Electronic access to university campus contracts: department-specific, punchout, State of Utah and Campus - wide.

NOTE:

- Department-specific contracts are owned by the specific department for which a competitive bid or other procurement was conducted.
- Punchout contracts are available for shopping via Ushop Marketplace Shopping catalogs. These catalogs are linked to campus-wide or State of Utah contracts. Use searchable keyword "Punchout" for TCM advanced search report inquiry purposes.
<https://solutions.sciquest.com/apps/Router/ShoppingDashboardUserDetails?tmstmp=1684747112392>
- State of Utah contracts found in TCM were manually added and do not represent all available contracts. Use searchable keyword "State" for TCM advanced search report inquiry purposes.
- Campus-wide contracts are the result of a competitive bid or other procurement process, available for campus-wide use, per the contract scope of work. Use searchable keyword "U-Wide" for TCM advanced search report inquiry purposes.

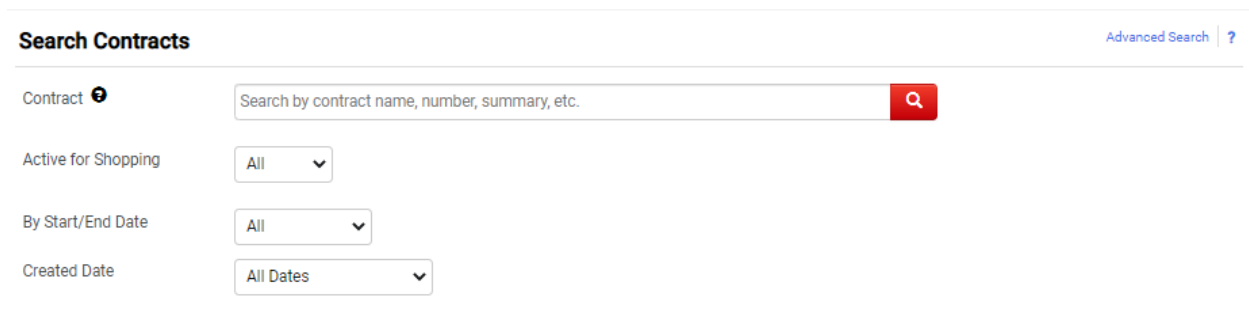
1. To Search for contracts in TCM:

1. Click on the Contracts link in the left-hand tool bar.
2. Hover over Contracts.
3. Click on Search Contracts.



2a. To conduct a Simple Search:

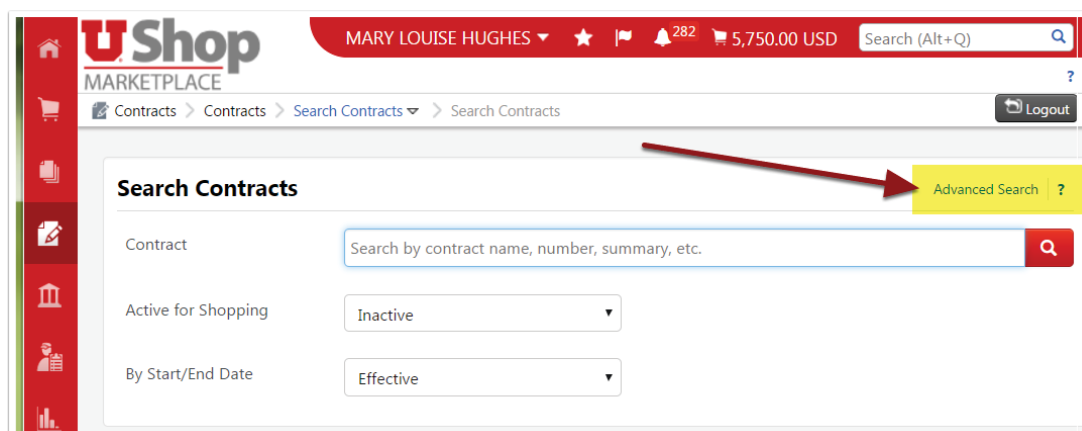
1. Type the contract name, number, or summary, etc. Or, you may click the spyglass to search all.
2. To filter your search, you may use the drop-downs for other searchable criteria.



The screenshot shows the 'Search Contracts' interface. At the top left is the title 'Search Contracts' and at the top right is a link for 'Advanced Search' with a question mark icon. Below the title is a search bar with the placeholder text 'Search by contract name, number, summary, etc.' and a red search button with a white magnifying glass icon. Underneath the search bar are four filter sections, each with a label and a dropdown menu: 'Contract' (with an info icon), 'Active for Shopping' (set to 'All'), 'By Start/End Date' (set to 'All'), and 'Created Date' (set to 'All Dates').

2b. To conduct an Advanced Search:

After clicking on Search Contracts, click on the Advanced Search link.



The screenshot shows the UShop Marketplace interface. At the top, there is a navigation bar with the user's name 'MARY LOUISE HUGHES', a star icon, a notification bell with '282', a shopping cart with '5,750.00 USD', and a search bar with 'Search (Alt+Q)'. Below the navigation bar is a breadcrumb trail: 'Contracts > Contracts > Search Contracts > Search Contracts'. A 'Logout' button is visible in the top right corner. The main content area is titled 'Search Contracts'. A red arrow points from the breadcrumb trail to a yellow button labeled 'Advanced Search' with a question mark icon. Below this button is the same search bar and filter sections as seen in the previous screenshot, but with 'Active for Shopping' set to 'Inactive' and 'By Start/End Date' set to 'Effective'.

This opens a search engine with many optional criteria.

You may add as much or little information as you have about the contract in question, then click Search.

Note:

1. "Second Party" refers to the awarded supplier.
2. "Work Group" refers to the name of the department that owns the contract.

Search Contracts - Advanced Simple Search ?

Contract Number:

Contract Name:

Keywords:

Contract Type:

Contract Status:

Contract Version Type:

Contract Manager: Any Me Pick...

Summary:

Second Party **1**: Any of All of

Work Group **2**:

By Start/End Date:

Created Date:

Approvals Completed:

Scheduled Termination Date:

Contract Term Extended:

Contract Ended Early:

Reporting Commodity Code: Include Additional Commodity Codes

[Expand All](#) [Collapse All](#)

3. You will see a list of all contracts that meet your specified criteria.

1. For each contract listed you can see the Contract Name.
2. Contract Type and Status, The Start and End dates, and whether it is Active for Shopping.
3. For additional information, click Open Summary.

Contract Search Results ?

1-1 of 1 Results Sort by Best Match

Contract Details

UURF2017206 **1** **3**

Pinnacle Accounting Consulting Agreement

Second Party: PINNACLE ACCOUNTANCY GROUP PLLC	Start Date: 4/23/2015	Version Type: Original
Contract Type: Single Award Supplier	End Date: 4/22/2020	Renewal No.: 0
Status: Executed: In Effect 2	Active for Shopping: No	Amendment No.: 0
		Extension Count: 0

On the Summary page you will find the:

1. Contract type*: in this case, Single Award Supplier indicates that one department conducted a bid that was awarded to one supplier.
2. Work Group: This refers to the department that owns this contract.
3. Second Party: The name of the awarded supplier(s)
4. Contract Manager(s): These may include a Purchasing Buyer, Contract Manager, etc. Note, departmental contacts are typically listed as Stakeholders.
5. Attachments: This will include a copy of the actual contract.

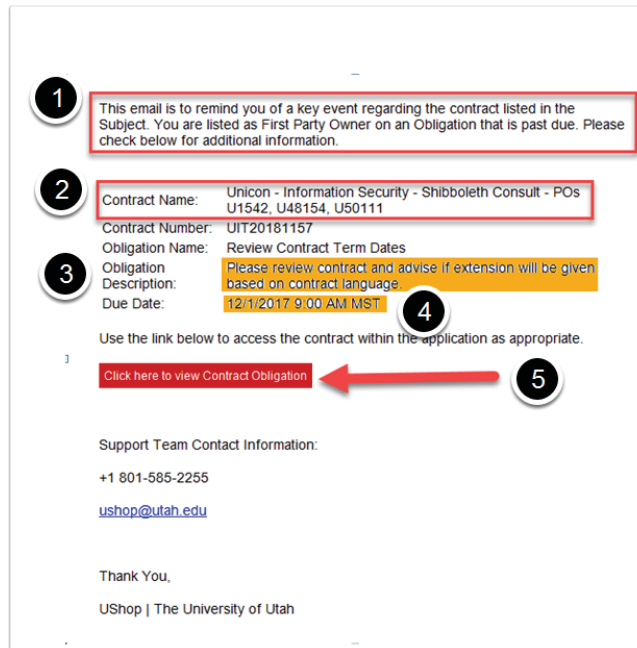
Contract Summary		History ?	
Header		Dates And Renewal	
Contract Name *	BioNiquet Lab Services, Inc.(U-Wide)	Start Date	6/1/2023 12:00 AM MDT
Contract Type	Campus Wide Supplier	Update Start Date Upon Execution	✗
Work Group *	Procurement & Contracting Services	End Date	5/31/2028 11:59 PM MDT
First Party * ⓘ	University of Utah	Auto-Renew	✗
Second Party * ⓘ	BIO NIQUEST LAB SERVICES INC	Contract Managers	
Summary	View Summary	AIMEE MARIE ELLIOTT	aelliott@purchasing.utah.edu +1 801-581-4200
		ANTHONY FERRARA	aferrara@purchasing.utah.edu +1 801-587-0844
> Additional Details			
▼ Attachments			
Contract was sent for approval on 5/19/2023.			
Full Contract PDF (1,056 KB)			

*Contract Types:

- Multiple Award Supplier - Department specific: MultipleSuppliers
- Price Agreement Supplier - Sole Source, Professional Services (i.e. Independent Contractor Services)
- Single Award Supplier - Department Specific : One Supplier
- Campus Wide Supplier - All Departments on Campus : One Supplier
- Campus Wide Multiple Supplier - All Departments on Campus : Multiple Suppliers
- State of Utah Contracts – contracts that have been bid/negotiated by the State of Utah Division of Purchasing

4. Notification of an Obligation (required Action) on a contract in TCM

1. If you are listed as a Contract Manager or Stakeholder on a contract, you will receive an email notification when an Obligation, or Action, is required on the contract.
2. The Contract name is given.
3. The Obligation Description indicates what action is required.
4. The Due Date for the obligation is given.
5. Click on the link in the email to view the contract.



5. Complete the Obligation on the Contract (this stops notices from continuing)

1. Note that the obligation description and due date are listed.
2. Click on the contract number to open the contract and respond/communicate regarding all actions as directed in the obligation description. Note, only Contract Management is authorized to update TCM. Please work with the associated Purchasing Buyer and Contract Management for your procurement and contract needs.
3. When you are finished, mark the obligation as complete. You may utilize the text box pop-up to respond and auto-add documentation of completion to TCM.



action	Obligation Description	Obligation Status	Obligation Due Date	Obligation Completed Date	Completed By	First Party Owner	Second Party Stakeholder	Contract Number	Contract Name	Contract Status	Contract Type	Second Party (Primary)	Contract Manager	
Contract Dates	Please review contract and advise if extension will be given based on contract language.	Overdue	12/1/2017 9:00 AM MST	-	-	LISA B KUHN	-	UIT20181157	Unicon - Information Security - Shibboleth Consult - POs U1542, U48154, U50111	Complete	Single Award Supplier	-	ROBERT EDWARD TINEY SHIRSTIN E DAY LISA B KUHN MARY LOUISE HUGHES	Mark as Complete Mark as Complete Properties

If you have questions about TCM, please contact: Purchasing Contract Manager