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:**

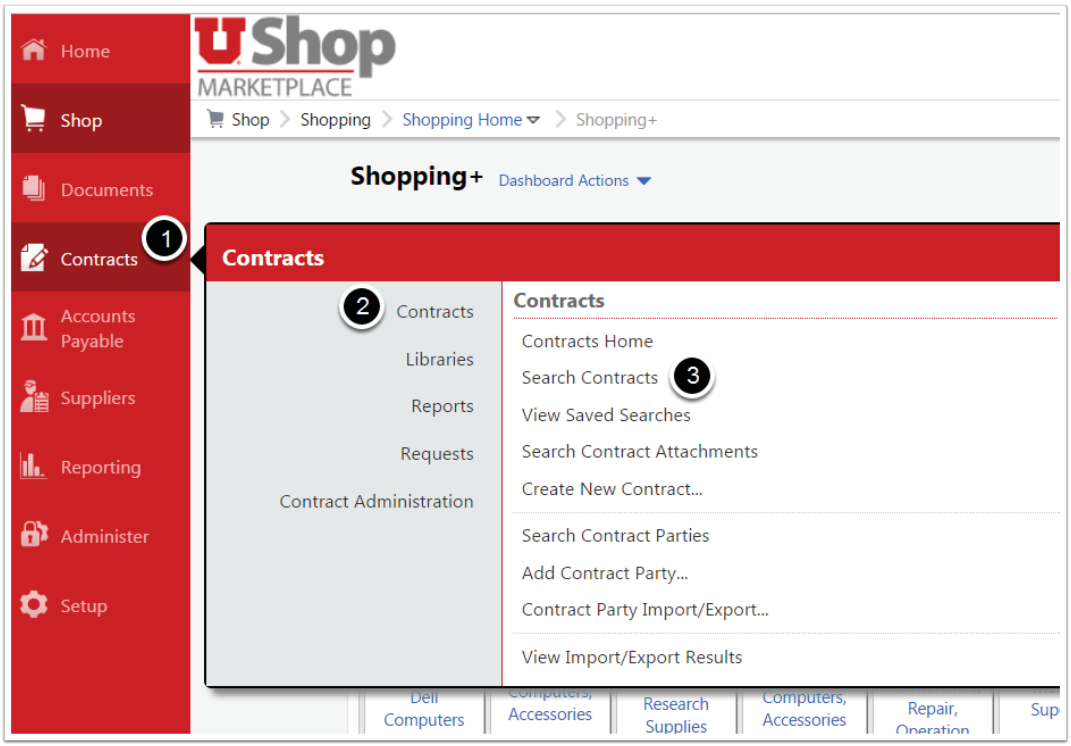
- Streamlined management of procurement-based contracts through collaboration, approval and compliance.
- Preset alerts to notify of upcoming contract renewal options or expiration.
- Repository for U of U procurement contracts, to store and research contracts specific to university and departmental 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.

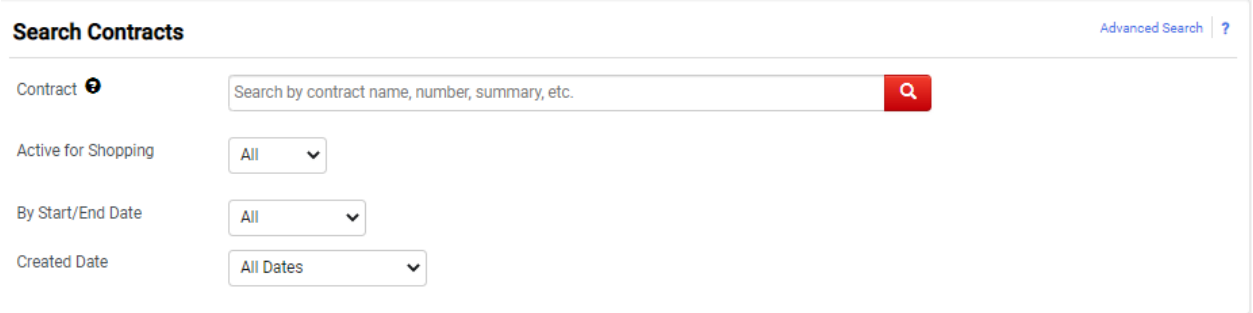
## 1. To Search for contracts in TCM:

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



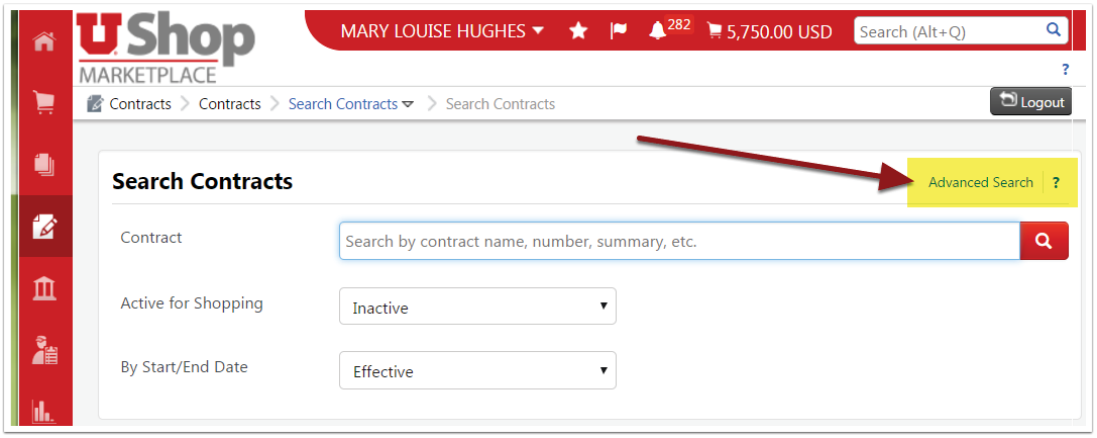
## 2a. To conduct a Simple Search:

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.




## 2b. To conduct an Advanced Search:

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



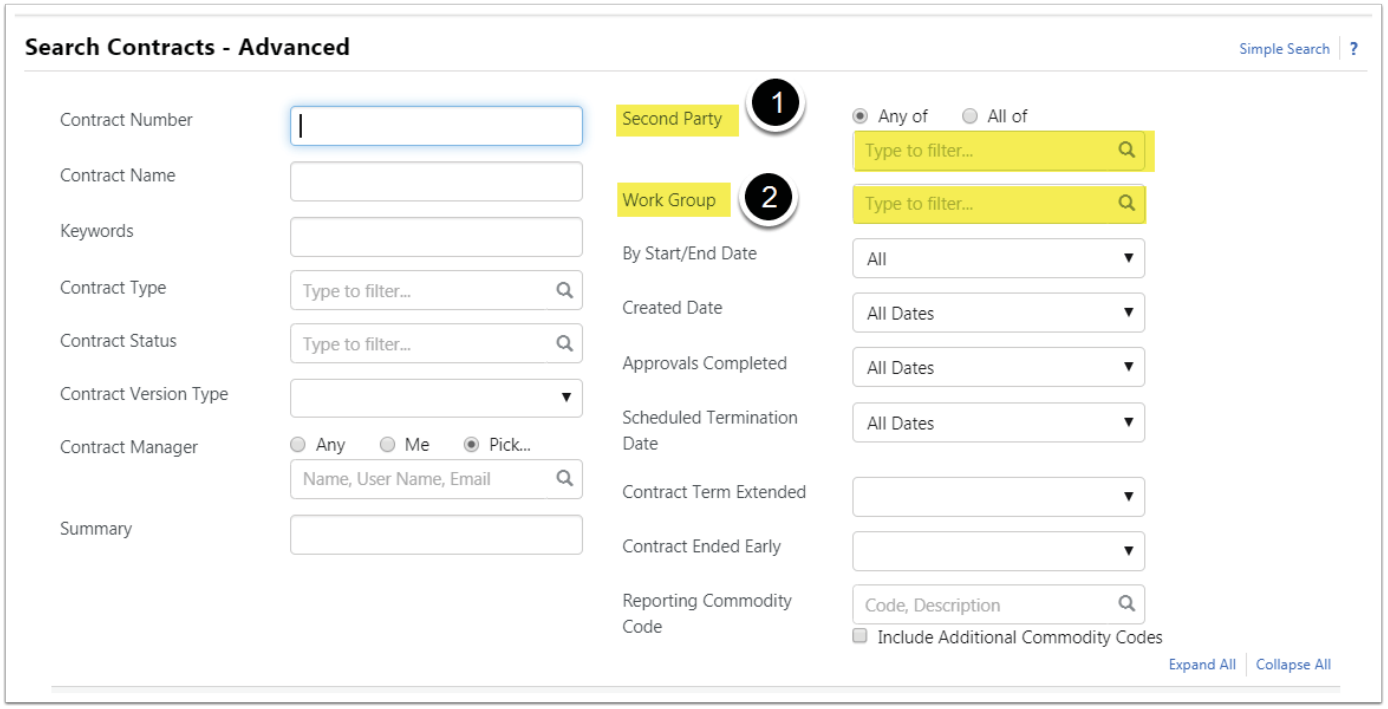
## This opens a search engine with many optional criteria.

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.

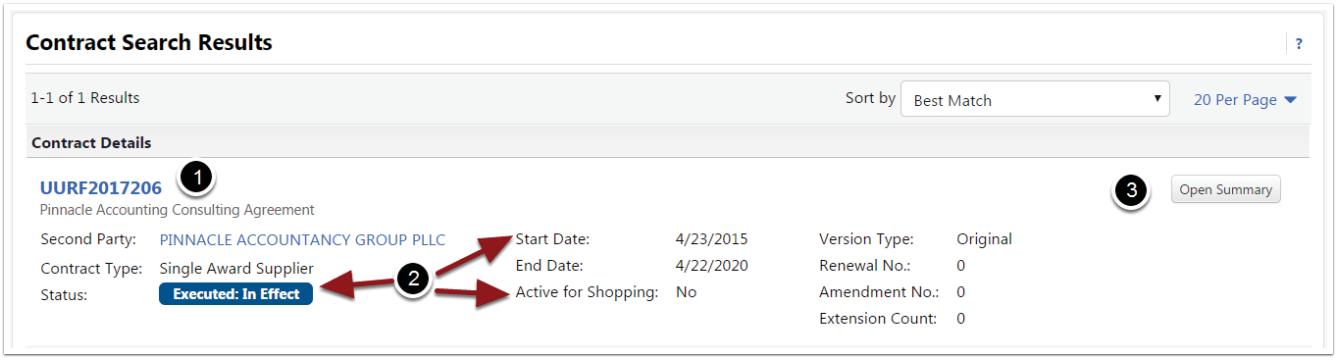



## 3. You will see a list of all contracts that meet your specified criteria.

1. For each contract listed you can see the Contract Name.

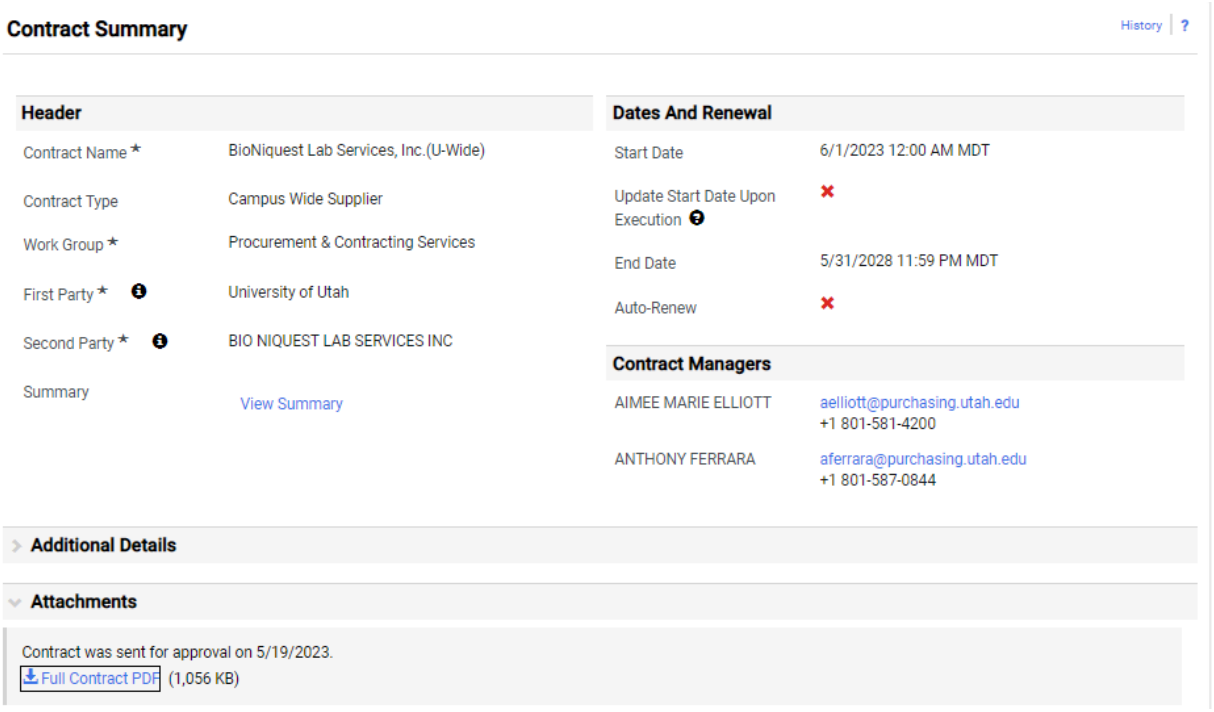
2. Contract Type and Status, The Start and End dates, and whether it is Active for Shopping.

3. For additional information, click Open Summary.



## 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.

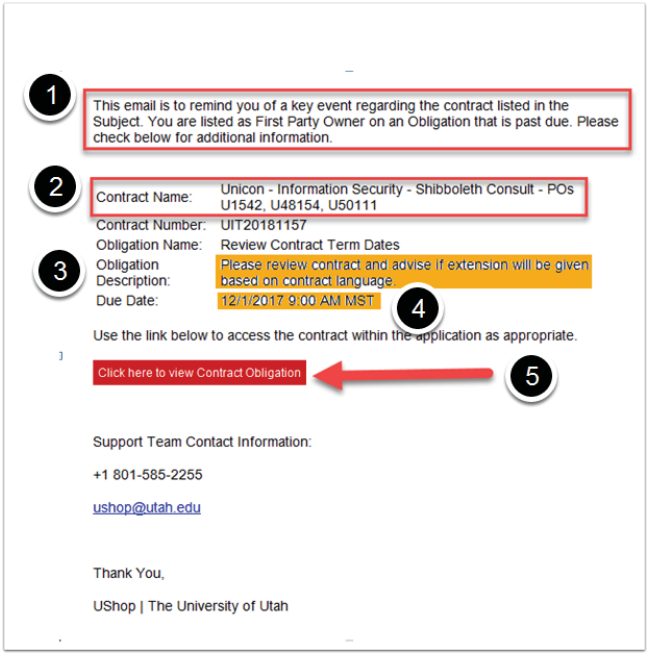



**<u>*Contract Types:</u>**

- 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.

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