

CONTRACT LIAISON UPDATES

8/3/21

Office of Contract Administration (OCA)

OCA has moved to 550 Bailey

The Office of Contract Administration has moved to Suite 601 in the Bailey Building. The OCA team is working remotely as well, but is available during normal working hours, Monday through Friday via Teams, email, phone and Zoom (or any video conferencing platform). We look forward to providing you with the same level of customer service that you expect from OCA.

Expiring Contracts

Please review your contracts ending August 31, 2021 so you can initiate renewals, new contracts, purchase orders, etc. Email us at contractadmin@unthsc.edu if you need assistance.

It's 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.**

Please submit a **FY2022 Contract Liaison Delegation form** by August 31. Simply log in with your EUID and password, select 'Add Liaison' and complete the required fields.

Email us at contractadmin@unthsc.edu if you need assistance with the electronic form.

Training

30 MINUTE TCM REVIEW SESSIONS...Need help searching? Need help with Reports? Do you have questions on submitting Requests? OCA is offering new 30-minute online TCM help sessions. You will receive an invitation via email to self-select the session(s) you would like to attend. The September sessions are listed below:

Subject	Start	Time	
30 MINUTE TCM REVIEW SESSION - General TCM Review Session	9/20/2021	3:00 P	3:30 P
30 MINUTE TCM REVIEW SESSION - REPORTS & SAVED SEARCHES	9/21/2021	9:00 A	9:30 A
30 MINUTE TCM REVIEW SESSION - NOTIFICATIONS	9/22/2021	2:00 P	2:30 P
Total Contract Manager (TCM) Help Session Webinar - COMBINED session General information about TCM, Reports & Searches, and Notifications	9/24/2021	10:00 A	11:30 A

Let us know how we can help!

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