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.

**The TCM Module Provides:**

- Streamlined management of procurement-based contracts through collaboration, approval and compliance.
- Preset alerts to notify of upcoming contract renewal or expiration.
- Transparent compliance with both State and Federal procurement laws.
- Broader platform for negotiating and securing procurement based contracts.
- Repository for all procurement contracts, providing one place to store and research contracts specific to departmental procurement needs.
- Electronic access to all university contracts, both Inactive (department-specific) and Active (Campus-wide).

**NOTE:** "Active" contracts are available campus wide. These are primarily the University's contracts with Punch Out suppliers.
"Inactive" contracts are owned by the specific department for which a competitive bid was conducted.

**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 select Active to see contracts available campus-wide, or Inactive for contracts specific to a department(s).

3. By Start/End Date: select Effective to find current contracts, or other options as applicable.

4. When all selections are made, click the spyglass to search.

Desktop:

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. "Project" 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. Project: This refers to the name of 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, a department contact, etc.

5. Attachments: This will include a copy of the actual contract.

*Contract Types:

- Multiple Award Supplier - 1 Department : Many Suppliers
- Price Agreement Supplier - Sole Source
- Single Award Supplier - 1 Department : 1 Supplier
- Campus Wide Supplier - All Departments on Campus : 1 supplier
- Campus Wide Multiple Supplier - All Departments on Campus : Multiple Suppliers
4. Notification of an Obligation (required Action) on a contract in TCM

1. If you are listed as a Contract Manager 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

1. Note that the obligation description and due date are listed.

2. Click on the contract number to open the contract and perform all actions as directed in the obligation description.

3. When you are finished, mark the obligation as complete.

If you have questions about TCM, please contact:

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