



MEMORANDUM

Date: June 2, 2017

To: All University of Utah Campus Departments

From: Ruth Watkins, Senior VP for Academic Affairs 
John Nixon, VP for Administrative Services 

Re: Total Contract Manager (TCM)

We are excited to announce that **Total Contract Manager (TCM)** is ready for full use.

Here's what TCM provides our campus community:


- electronic access to your procurement contracts
- search access for other university contracts
- electronic workflow through the UShop Marketplace
- important information such as total spend, critical dates, insurance requirements and other useful data
- alerts to notify a department of contract renewals or expirations
- transparency and compliance with state and federal procurement laws to reduce potential liabilities
- platform for negotiating and securing procurement based contracts

Contracts already received from departments are now part of the TCM system. Thank you!

Please submit any remaining contracts to the Procurement and Contracting Services department by June 30, 2017 and we will load them into TCM. In the near future, the TCM Team will provide in-person training opportunities for end-users.

The link below provides more details on TCM.

<http://fbs.admin.utah.edu/purchasing/total-contract-manager/>.

Or follow the icon link on the Purchasing web page. 

For help, please contact Michael Smith at 801-585-6765 or Joe Bryant at 801-581-8992 in Procurement and Contracting Services.