Contract Administration – Designating Contract Liaisons

Procedures to Designate the Contract Liaison

Original Date: April 25, 2014
Revision Date:

Applies to:

All UNTHSC Departments

Purpose:

This document outlines the procedures for department heads/chairs to designate and/or update the department Contract Liaison.

Form(s):

- The Contract Liaison Data Entry Form is located on the Office of Contract Administration website under "Contract Liaison". This form is used by the department to designate the person delegated by the department head as the Contract Liaison.

Process:

- Each department having cause to enter into business contracts or agreements must select a Contact Liaison to collaborate with the Office of Contract Administration (OCA) in contract managing at the department level and assist in contract processing, routing, and administration for each contract initiated by the department.

- The department head/chair must delegate a person within the department who is knowledgeable about department contracts as the Contact Liaison.

- To create a new listing or entry, the department submits the name of the Contract Liaison by using the Contract Liaison Data Entry Form.
    - Go to the Office of Contract Administration website.
    - Select the "Contract Liaison" link.
    - Select the "Contract Liaison Data Entry Form" link.
    - Enter the Domain name and EUID (UNTHSC\xxxXXXX) and Password to log in (if you are on campus you may not be prompted to log in).
    - Scroll down and select "Add new item".
    - Enter the name of the Department; Division; Department Head; Department Head Delegate, if utilized; the Contract Liaison; and the FY of service for the assigned Contract Liaison.
    - Save and close the form.

- To update a current listing, the department updates the name of the Contract Liaison by using the Contract Liaison Data Entry Form.
    - Go to the Office of Contract Administration website.
    - Select the “Contract Liaison” link.
    - Select the “Contract Liaison Data Entry Form” link.
    - Enter the Domain name and EUID (UNTHSC\xxxXXXX) and Password to log in (if you are on campus you may not be prompted to log in).
    - Select the hyperlink of the appropriate Department Name
    - Choose “Edit Item” on the top left of the screen
    - Update all applicable information including the name of the Department; Division; Department Head; Department Head Delegate, if utilized; the Contract Liaison; and the FY of service for the assigned Contract Liaison.
    - Save and close the form.

Exceptions to Procedure:

- None

Training:

- N/A

Additional Information:

- For assistance, contact Contract Administration x 2945 or contractadmin@unthsc.edu.