

This document contains a listing of Baylor Contract Types in Total Contract Manager (TCM). It is important that the correct contract type is chosen since this will ensure that the contract request routes to the correct department for approval and processing.

Contract types fall in four main buckets and below are the offices that they route to for approval.

Goods & Services	Revenue-Generating Contracts	Other	Employment
Procurement Category Managers	Office of General Counsel Baylor Press	Internship Coordinators Office of General Counsel	Human Resources

Within each category there are templates. Each template will bring up fields that are relevant to the contract which must be completed for the template to populate. These fields must be completed in their entirety so that the template will populate correctly. NOTE: It is not necessary to complete a template and upload it since templates are updated occasionally and you may have an old version.

Each contract type has several templates from which to choose. Below are the templates and examples of when to use them:

Goods and Services (routes to category managers)	
Template	Example
Preferred Supplier	Typically used by procurement for securing preferred suppliers after products or services have been competitively bid
Speaker/Performer	Guest artists or speakers that are invited to campus
Video Production Services	Suppliers who provide services related to video production
Professional Service (Entity)	Contracting with a company, e.g., Consulting, décor rental
Purchase Agreement	
Hotel or Lodging (event or room block)	Booking of hotels and lodging for events
Personal Services	Contracting with an individual who provides services
Catering Services	Suppliers who provide food to campus

Employment (typically used by HR)	
Template	Example
Coaches	Hiring of coaches
Visiting Scholars	Hiring of visiting scholars
Faculty	Hiring of faculty – non-tenured and tenured
Staff	Hiring of staff

Other (routes to OGC)	
Template	Example
Internship & Affiliation	Suppliers providing internship opportunities for Baylor students; affiliation with other entities, e.g., affiliations with hospitals for nursing students to perform clinicals
Joint Venture/Partnership	Baylor forms a partnership with an entity for a specific project
License to Use Recordings, Presentations, Trademark, or Copyrights	Use of Baylor recordings, presentations, trademarks, or copyrights. This does not include using a supplier's recordings, trademarks.
Non-Disclosure Agreements	Agreements requiring confidentiality on specific information
Other Non-Categorized Contracts	Contracts that cannot be categorized using other templates

Revenue Generating (routes to OGC)	
Template	Example
On Campus Facility Lease	Lease of space on campus to other entities, e.g., BRIC
Publishing & Editing	Publishing of books, journals articles etc., and editing of material
Sale of Goods & Services	Baylor providing services to entities
Other Revenue Generating	Contracts that cannot be categorized using other templates