



## DOCUMENT NAMING CONVENTION

It is not uncommon to come across fields in a database that vary in name, but in actuality refer to the same data. Variability and inconsistencies of document names often lead to confusion, error, and loss of time. Using descriptive, consistent naming conventions is important and should not go overlooked.

To prevent this from occurring in Total Contract Manager (TCM), the Strategic Procurement Contracts group has developed naming standards to help keep documents organized and easily accessible. The following are instructions on how to properly title documents in TCM.

### Agreement

Use the following naming convention for all agreements (ex- Consultant Agreement, Master Service Agreement, Software as a Service Agreement).

- Contract Name<sup>1</sup>
  - Example: Systems Maintenance Service Agreement

### Statement of Work

For a Statement of Work to an MSA, use the following naming convention:

- Statement of Work No. – Contract Name
  - Example: SOW No. 1 – Systems Maintenance Service Agreement

### Amendment

Use the following naming convention for amendments to the Agreement, Master Service Agreement, or Agreement Rider.

- Amendment No. - Contract Name
  - Example: Amendment No. 1– Systems Maintenance Service Agreement

### Cure & Termination Notice

- Cure Notice No- Contract Name
  - Example: Cure Notice No. 1– Systems Maintenance Service Agreement
- Termination Notice– Contract Name
  - Example: Termination Notice – Systems Maintenance Service Agreement
- Contractor’s Response to Termination Notice No. – Contract Name
  - Example: SMS, Inc. Response to Termination Notice No. 1 – Systems

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<sup>1</sup> Contract Names can be up to 100 characters long. Remove the “Contract Name” if it is greater than 100 characters. All other fields shall remain.

#### Maintenance Service Agreement

- Resolution of Cure Notice No.– Contract Name
  - Example: Resolution of Cure Notice No. 1– Systems Maintenance Service

#### Vendor Risk Assessment

- Vendor Risk Assessment – Supplier Name
  - Example: Vendor Risk Assessment – Dell

#### Independent Contractor Questionnaire

- ICQ - Supplier Name
  - Example: ICQ - John Harvard