

Supplier Contract Management Agenda

- Background
- Supplier Contract Management
- Benefits
- Contract Life Cycle
- Project Approach, Scope and Timelines
- Pilot Groups
- Project Workgroup
- Questions?

Background

- There is no current Central repository for University related contracts.
- Many departments/schools negotiate, track and manage their own contracts.
- Most areas do understand that the Office of General Counsel should be included in contract review and approval, and that there is an existing policy related to signature authority. However...
- Contract Management was ranked as a top priority by the Finance Advisory Committee as part of the FY 16 prioritization process.

Supplier Contract Management

- Central Repository
- Import Existing and External Contracts (Multiple format types: PDF, Excel, Word)
- Authoring of New Contracts (MS Word)
- Document Library: Sections, Clauses and Document Configurators (Templates)
- Document Versioning
- Collaboration Workflows (Internal and External)
- Automatic Contract Expiration Notifications
- Digital Signatures
- Integration with Procurement Transactions (Requisitions, Purchase Orders)

Benefits

- Central Repository
- Supplier Contract Management will allow designated users to create contracts using pre-defined, Northwestern-specific contract building blocks that will be available in a document library, ensuring consistency based on fully vetted terms.
- Electronic collaboration creates better efficiencies, automatically including all users who need to be involved in the process.
- This system will allow departments to manage contracts more efficiently by eliminating the need to reinvent the wheel with each new contract, since each building block has been pre-approved. Using pre-approved clauses will streamline the contract review process and minimize risk.
- As an added benefit, the Supplier Contract Management module integrates seamlessly with NUFinancials.

Contract Lifecycle



Project Approach, Scope and Timelines

- Phased Approach

- Phase I (FY 16)

- Determine business model and process for importing and authoring of new contracts for Northwestern - May 2016
 - Define and build Contract Templates and Contract Terms and Clause Library – June/July 2016
 - Go-Live for Pilot Groups – August 2016

- Phase II

- Onboard/Rollout to other Units and Schools based on readiness – Over the next two years

Pilot Groups

- Procurement and Payment Services
- Office of General Counsel
- CORE Facilities – NUANCE
- Alumni Relations & Development
- WCAS – Marketing and Events

Workgroup Contact Information

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Q&A