

**Video recording of the meeting available here:**

**<https://bluejeans.com/s/9MAt/>**

- ***University-wide Contract Management Software Implementation - Randy Henry, NUIT ([presentation in attachment](#))***

### **Q&A**

**Q1:** Will the \$0 research agreements that traditionally go to OSR for review eventually be routed through this system?

**A1:** Randy will look into this and get back to us.

**Q2:** For frequently used vendors, will there be templates containing Terms and Conditions that can be used for multiple Purchase Orders?

**A2:** This is exactly what the Contract Management System is designed to do. The aim is to have Purchasing create contract language that can be used with Purchase Orders without a lengthy OGC review.

**Q3:** If a change is made to the wording in a contract, how does it get routed within the Contract Management System?

**A3:** If language is changed, the person who “owns” that clause is alerted to the change. Upon approval or further modification to the language, the change is applied to all contracts for that vendor moving forward.

**Q4:** In the past, cores were able to collaborate on service contracts with other facilities to receive a discounted rate on service contracts. Will the new system allow users to see if other colleagues across the University are using the same vendor so that NU can try negotiating the price?

**A4:** Yes, the system will allow for the identification of contracts based on vendor.

**Q5:** In terms of using the software, how will department and unit readiness be assessed?

**A5:** Readiness will be assessed by meeting with local stakeholders to discuss specific requirements and to set these up in the system. The laboratory services workflow will be recreated based on existing templates, for instance.

**Q6:** When the system is implemented, fewer contracts may require review by OGC. Does this mean that contracts for new vendors will be reviewed faster?

**A6:** We hope so, but cannot confirm the exact efficiency gains at this point.

- ***Core Facility Financial Summary***

Aggregation of all scientific recharge centers (university and departmental core facilities) at Northwestern on both campuses (excluding CCM)

## Core Facilities Brown Bag #11

June 3, 2016, 12-1 PM

### Meeting Notes

- FY14 started at ~\$1 million net surplus  
FY14 activity: \$20.7 million in revenue and \$21.6 million in expenses  
Led to a \$90,000 FY14 ending position across all facilities
- FY15 started at \$94,000 net surplus  
FY15 activity: \$22.2 million in revenue and \$22.8 million in expenses  
Led to a \$500K deficit FY15 ending position across all facilities
- Due to the large surplus, expenses increased without corresponding significant rate increases, thus yielding a deficit at the end of FY15
- Rates have subsequently increased, so we should see the trend reverse in the positive direction at the end of FY16
- Recharge Expense Categories
  1. The bulk of expenses across FY14 (\$14.6 million) and FY15 (\$16.4 million), is Salary and Fringe
  2. Non-personnel expenses are the next big spending category (\$4.9 million in FY14 and \$4.3 million in FY15)
  3. Service contracts
  4. Depreciation (will increase as more loans route through the ReLODE Program)
- Recharge Revenue Categories
  1. Internal recharge revenue
  2. Support (FSM, OR, Departmental)
  3. External Recharge revenue (\$400K growth in external revenue between FY14 and FY15)

### Q&A

**Q1:** Is there a way to estimate the return on service contracts? It seems that we are not receiving \$1.5 million worth of maintenance and repairs, but we are paying that amount each year. Can we look more closely at self-insurance? Some facilities pay for a preventative maintenance instead of service contract.

**A1:** Estimating the ROI for our service contract portfolio is a very difficult metric to quantify, but is certainly worth thinking about.

### ➤ *FY2015 UBI Final Results*

- Core Facilities received ~\$2.6 million in external revenue
- Of this \$2.6 million, only \$200K was deemed taxable
- Of this \$200K, only \$35,000 was considered profit

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### Meeting Notes

- Of the \$35,000 profit, our tax bill was ~\$10.5K (shared by 12 cores)

#### ➤ *Update on improvements to external user reporting*

- Important change in NUcore: we have added a “reconciliation date” for all orders
- For internal transactions, the reconciliation date is the Journal date
- For external transactions, core managers must input the correct reconciliation date in the “Reconcile PO’s” and “Reconcile Credit Cards” tabs in NUcore. The reconciliation date should match the date funds are deposited (i.e. the date the CRT is processed).

**Q1:** Any updates on the speed at which credit card batches will appear in pre-populated CRT’s created by Treasury Services?

**A1:** With the exception of the credited chart string, Treasury Services promises to automate the pre-populated CRT process in the near future.

#### ➤ *External User Topics*

- Volunteers and Visitors Form is required for those coming to NU cores
- Certificate of Insurance Requirement naming Northwestern as Additional Insured – only required for companies (not individuals from other universities or non-profits)
- Payments from Open Access partners – vendor codes issue

#### ➤ *Update on the Lab IT Support Core*

- [Aaron Matthews](#) will provide mid-tier IT support for OR Centers and Cores
- Rate is \$70/hr
- Cores/Centers can sign contract and pre-pay for hours of service
- Contracted users will always take priority over ad-hoc assignments
- NUcore will soon have a request form for Aaron’s services

#### ➤ *Other Announcements*

- Changes to the cost study: separate cost basis for subsidized services and non-subsidized services, per the suggestion of Pricewaterhouse Coopers