Managing Contracts:
What’s in your toolbox?

Julie Dexter Snyder
Contracts Manager
University of Nebraska
What’s in your contract toolbox?

Email

Electronic Signature Software

I have this stuff, what’s the best way to use it?

Webpage

Secure Content Management System

Email

Contract Management System

Secure Shared Network Drive

Word Processing Software

Spreadsheet Software
Tool # 1: Templates

• Work with Legal to develop
• Keep it simple: expenditure, revenue, master agreement
  • Form-like first page
    • No hunting through the pages to complete
    • Can see at-a-glance; $, term, department, supplier
• Standardization & consistency – font style & size, T’s & C’s
• Lock the changes/edits
• Organized & professional
• Most of all: Compliant
NU Templates:

• Standard Agreement – for expenditures
• Fee-for-Service Agreement – for non sponsored programs revenue
• Master (Umbrella) Agreement – used with RFP’s, Enterprise Agreements, etc.
  • Appendices for the varying departments, i.e. ITS
  • Addendums with SOW’s, Changes, New Work
• Addendum with BOR Required Language – used with vendor paper
STANDARD AGREEMENT

This Agreement sets forth the terms between The Board of Regents of the University of Nebraska for and on behalf of the University of Nebraska-Lincoln having an address at 3835 Holdrege Street, Lincoln, NE 68583 (the "University") and the Service Provider with regard to the performance of the services contemplated herein.

UNIVERSITY DEPARTMENT:

SERVICE PROVIDER INFORMATION

SERVICE PROVIDER NAME: ____________________________

SERVICE PROVIDER ADDRESS: __________________________

CONTRACT TOTAL

DOLLAR AMOUNT

TERM START DATE

TERM END DATE

NOTICE

Any notice to either party shall be in writing and shall be served in person, by electronic mail, or by certified mail, addressed to the following individuals:

TO THE SERVICE PROVIDER

TO THE UNIVERSITY DEPARTMENT

Contact: ____________________________

Address: ____________________________

City, State, Zip: ____________________________

Phone: ____________________________

Email: ____________________________

TO THE SERVICE PROVIDER BUSINESS OFFICE

TO THE UNIVERSITY BUSINESS OFFICE

Contact: ____________________________

Address: ____________________________

City, State, Zip: ____________________________

Phone: ____________________________

Email: ____________________________

ACCEPTED

FULL LEGAL NAME OF THE SERVICE PROVIDER

THE BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA (THE UNIVERSITY)

Signature: ____________________________

Printed Name: ____________________________

Title: ____________________________

Date: ____________________________

I affirm that if I am an employee of the University of Nebraska, I have notified buyer of my status as such and that this contract must be completed in accordance with Board of Regents Policy 6.2.1.12, Purchases Involving University Personnel.

UNIVERSITY OF NEBRASKA-LINCOLN

STANDARD AGREEMENT

1. Description of Services: The Service Provider agrees to perform such professional services, with the standard of professional care and skill ordinarily practiced in the performance of such services, and to render the services and provide the deliverables specified in Section 1 of Exhibit A to this Agreement (collectively, the "Services"). The University, having reviewed and accepted the Services and the deliverables, agrees to pay to the Service Provider the consideration specified in Exhibit A.

2. Payment: In consideration of the Services rendered by the Service Provider under this Agreement, the University shall pay to the Service Provider the consideration specified in Exhibit A. The Service Provider shall render the Services in accordance with the terms and conditions of this Agreement.

3. Term: The term of this Agreement shall be for a period of [insert term], beginning on [insert start date] and ending on [insert end date]. The University may terminate this Agreement at any time upon [insert notice period]. In the event of termination, the University shall pay the Service Provider for all services rendered and work completed up to and including the effective date of termination.

4. Confidentiality: Any confidential information disclosed to the Service Provider by the University in connection with this Agreement shall remain confidential and shall not be disclosed to any third party without the prior written consent of the University.

5. Ownership of Work Product: The University shall own all rights to the Work Product, including all rights to intellectual property rights therein, such as copyrights, trademarks, trade secrets, and other proprietary rights.

6. Indemnification: The Service Provider shall indemnify and hold harmless the University and its employees, officers, and agents from and against any and all claims, costs, expenses, or damages arising out of or in connection with the performance of the Services by the Service Provider.

7. Assignment: The Service Provider shall not assign or transfer this Agreement or any rights or duties hereunder without the prior written consent of the University.

8. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Nebraska, without giving effect to any conflict of laws principles.

9. Entire Agreement: This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, and agreements.

10. Notices: All notices required or permitted hereunder shall be in writing and shall be delivered personally, by fax, or by certified mail, return receipt requested, to the addresses set forth herein.

11. Amendments: This Agreement may be amended or modified only by a written instrument executed by both parties.

12. Survival: The provisions of this Agreement relating to confidentiality, indemnification, and governing law shall survive the termination of this Agreement.

13. Governing Language: This Agreement is written in the English language. Any translation of this Agreement into another language shall be for convenience only and shall not affect the enforceability of this Agreement.

14. Severability: If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be deemed severable and the remaining provisions shall remain in full force and effect.

15. Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

16. Waiver: The failure of either party to enforce any provision of this Agreement at any time shall not be deemed a waiver of such provision, and such party shall be entitled to enforce such provision at any time thereafter.

17. Governing Language: This Agreement is written in the English language. Any translation of this Agreement into another language shall be for convenience only and shall not affect the enforceability of this Agreement.

18. Governing Language: This Agreement is written in the English language. Any translation of this Agreement into another language shall be for convenience only and shall not affect the enforceability of this Agreement.

19. Governing Language: This Agreement is written in the English language. Any translation of this Agreement into another language shall be for convenience only and shall not affect the enforceability of this Agreement.

20. Governing Language: This Agreement is written in the English language. Any translation of this Agreement into another language shall be for convenience only and shall not affect the enforceability of this Agreement.
FEE FOR SERVICE AGREEMENT

BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA
3835 HOLDREGE ST
LINCOLN, NE 68583

This Agreement sets forth the terms between The Board of Regents of the University of Nebraska for and on behalf of the University of Nebraska-Lincoln having an address at 3835 Holdrege Street, Lincoln, NE 68583 (the "University") and the Service Recipient with regard to the performance by the University of the services contemplated hereunder.

UNIVERSITY DEPARTMENT:
SERVICE RECIPIENT INFORMATION

SERVICE RECIPIENT NAME:
SERVICE RECIPIENT ADDRESS:

CONTRACT TOTAL DOLLAR AMOUNT
TERM START DATE
TERM END DATE

NOTICE

Any notice to either party shall be in writing and shall be served in person, by electronic mail or by certified mail, addressed to the following individuals:

TO THE SERVICE RECIPIENT
TO THE UNIVERSITY

Contact:
Contact:
Address:
Address:
City, State, Zip:
City, State, Zip:
Phone:
Phone:
Email:
Email:

TO THE SERVICE RECIPIENT BUSINESS OFFICE
TO THE UNIVERSITY BUSINESS OFFICE

Contact:
Contact:
Address:
Address:
City, State, Zip:
City, State, Zip:
Phone:
Phone:
Email:
Email:

ACCEPTED

I, as the UNL Project Coordinator, am not working as a consultant for the Service Recipient for the purpose of analyzing the data delivered under this Service Agreement.

_____________________________________________,
UNL Project Coordinator

I affirm that if I am an employee of the University of Nebraska, I have notified buyer of my status as such and that this contract must be completed in accordance with Board of Regents Policy 6.2.1.12, Purchases Involving University Personnel.

UNIVERSITY DEPARTMENT HEAD
SERVICE RECIPIENT

Signature:
Printed Name:
Title:
Date:

FULL LEGAL NAME OF THE SERVICE RECIPIENT
THE BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA (THE UNIVERSITY)

Signature:
Printed Name:
Title:
Date:

Page 1 of 4
Master Agreement & Appendix & Addendum
But, what if they refuse to use our paper?
Tool # 2: Content Management

**NU** uses **Box Cloud Storage** to:

- Distribute contract templates to end-users
- End-users have the most current document
- Secure – must have a NU login to use
- Templates are locked to track edits and changes

As a result: **Compliance & Security**
Tool # 3: Shared Email Box

**NU** uses a shared email (Outlook) where contracts are routed to from departments:

• The Contracts Team can see all incoming requests
• Team members create their folders within the mailbox
• Emails are “dragged & dropped” into team member’s folder as they work on the contract – but everyone in the shared mailbox can view each other’s folders
• If a team member is away from the office, others in the mailbox can assist in their absence – this assures best customer service!
Tool # 3 continued... Add a tagline on your email signature line directing customers to the shared email box:

Thanks,
Julie Dexter Snyder
Contracts Manager, Procurement Services
University of Nebraska-Lincoln
402-472-4601
julie.dexter@unl.edu

Help us manage your contracts more effectively!
Please send your contracts for our review to: ProcurementContracts@unl.edu.
Tool # 4: Develop a Workflow

• NU Contracts Team works with departments to help them create a workflow.
  • Helps them to be organized & compliant
• We also have a workflow for once the contract enters our office (via the shared email).
  • All team members are included in discussion about workflow
• Workflows should be reviewed often and never be held to too rigidly;
  After all, things change all the time and we need to be thoughtful & prepared.
Tool #4 Continued: Signature Authority Decision Tree
Website: http://procurement.unl.edu/contracts#signature-authority
Tool #4 Continued: Workflow Charts for Training

Department to Procurement Contracts Workflow

No PO; a contract is needed to pay

Contract reviewed

Contract approved

Department to Procurement Contracts

Workflow

May 2017
Tool # 5: Tracking Tool aka Excel Spreadsheet

• Enter the newly received contract into the tracking spreadsheet (FIRST THING!!!)
• Stored on Box with a link to all contracts team members
  • We open within Box and all work in the spreadsheet simultaneously
  • “Saves” in real time
• Critical in tracking & reporting
• Most important: This is a living document
  • The team is constantly discussing & thinking about improvements or more data that could help improve workflow/processes

It is hoped that another way of tracking, possibly some sort of a ticketing system will be implemented soon. Please contact me with any information/ideas you have about this.
<table>
<thead>
<tr>
<th>Column</th>
<th>Supplier Name</th>
<th>Date Received</th>
<th>UN Template Y or N or A</th>
<th>Dollar Estimate</th>
<th>Return comments to Dept</th>
<th>IT Review requested</th>
<th>IT Review Approved</th>
<th>Submit for Signature</th>
<th>Department</th>
<th>Department Contact</th>
<th>Signor</th>
<th>Signed?</th>
<th>Fully Executed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>JH</td>
<td>States LLC</td>
<td>8/15</td>
<td>A</td>
<td>$9,000</td>
<td>8/17</td>
<td>Athletics Department</td>
<td>Robyn Goodwin</td>
<td>Maggie Spiehler</td>
<td>Y</td>
<td>9/12</td>
<td></td>
<td></td>
<td>8/28 dept notice</td>
<td></td>
</tr>
<tr>
<td>JH</td>
<td>REV - Bayer</td>
<td>8/17</td>
<td>Y</td>
<td>$6,000</td>
<td>8/17</td>
<td>PREC</td>
<td>Stefani Cruz</td>
<td>Maggie Witt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JH</td>
<td>REV - UNO Center for Innovation, Entrepreneurship &amp; Fit</td>
<td>8/17</td>
<td>N</td>
<td>$850</td>
<td>8/17</td>
<td>Eastern NE 4-H Camp</td>
<td>Sarah Hansen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JH</td>
<td>Paramount Parking (2 HR aggregate approved 8/21/27)</td>
<td>8/21</td>
<td>Y</td>
<td>$50</td>
<td>8/27</td>
<td>Led Centers</td>
<td>helicopter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JH</td>
<td>Missouri Pacific</td>
<td>8/17</td>
<td>N</td>
<td>$7,464</td>
<td>8/27</td>
<td>Midwest Roadside</td>
<td>Valerie Swartz</td>
<td>Department Head</td>
<td>Y</td>
<td>8/17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JH</td>
<td>Tarish Inc.</td>
<td>8/27</td>
<td>A</td>
<td>$2,248</td>
<td>8/18</td>
<td>Athletics Department</td>
<td>Robyn Goodwin</td>
<td>Department Head</td>
<td>Y</td>
<td>8/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Inspirmedia Productions</td>
<td>8/17</td>
<td>N</td>
<td>$480</td>
<td>8/18</td>
<td>Athletics Department</td>
<td>Robyn Goodwin</td>
<td>Department Head</td>
<td>Y</td>
<td>8/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>American Program Bureau - Matt Blyth, Speaker</td>
<td>8/1</td>
<td>Y</td>
<td>$14,000</td>
<td>8/21</td>
<td>Honorors - EN Thompson</td>
<td>Ralie Gerentz</td>
<td>Julie Snyder</td>
<td>Y</td>
<td>8/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Salesforce (personal)</td>
<td>8/18</td>
<td>N</td>
<td>$6,000</td>
<td>8/21</td>
<td>OA</td>
<td>Paul Beikem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8/21 - sent to Sr</td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>REV - Seminole</td>
<td>8/18</td>
<td>Y</td>
<td>$4,000</td>
<td>8/21</td>
<td>FCH</td>
<td>Juliet Okum</td>
<td>OPER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8/21 - Per Hecto</td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Tableau</td>
<td>8/21</td>
<td>N</td>
<td>$38,609</td>
<td>8/21</td>
<td>ITS</td>
<td>Amy Metzger</td>
<td>David Lechelt</td>
<td>Y</td>
<td>9/3</td>
<td></td>
<td></td>
<td>8/21 - asked AN</td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Smart Learning Group</td>
<td>8/21</td>
<td>Y</td>
<td>$6,000</td>
<td>8/21</td>
<td>UNL Extension</td>
<td>Sarah Hansen</td>
<td>Julie Dexter Snyder</td>
<td>Y</td>
<td>8/24</td>
<td>sent to Sr</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Madonna Rehabilitation Hospitals</td>
<td>8/22</td>
<td>Y</td>
<td>$47,718</td>
<td>8/22</td>
<td>Mechanical &amp; Materials Engineering</td>
<td>Tim Terrell</td>
<td>Maggie Witt</td>
<td></td>
<td>8/22 - sent to Jeff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Inspirmedia</td>
<td>8/21</td>
<td>N</td>
<td>$2,548</td>
<td>8/21</td>
<td>Athletics Department</td>
<td>Robyn Goodwin</td>
<td>Department Head</td>
<td>Y</td>
<td>8/21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Ziosk Strategies</td>
<td>8/21</td>
<td>Y</td>
<td>$5,000</td>
<td>8/21</td>
<td>NE MTP</td>
<td>Sarahane Wonderaftop</td>
<td>Julie Dexter Snyder</td>
<td>Y</td>
<td>8/22</td>
<td>sent to KB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>VA Northeast &amp; Western Iowa AEA (Doctoral Students)</td>
<td>8/18</td>
<td>N</td>
<td>$0</td>
<td>8/22</td>
<td>CHDS</td>
<td>Dori Smith</td>
<td>Chris Jackson</td>
<td>Y</td>
<td>8/22</td>
<td>sent to KB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Nebraska Lutheran Outdoor Ministries (NLOM)</td>
<td>8/22</td>
<td>A</td>
<td>$1,840</td>
<td>8/23</td>
<td>UNL Extension</td>
<td>Matt Mueller</td>
<td>Dep</td>
<td>Y</td>
<td>8/28</td>
<td>sent back</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>REV - Nebraska State Liquor Commission</td>
<td>8/22</td>
<td>Y</td>
<td>$20,000</td>
<td>8/23</td>
<td>HAMPI</td>
<td>Gene Hogan</td>
<td>Maggie Witt</td>
<td>sent to GM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>J &amp; M Fireworks</td>
<td>8/24</td>
<td>A</td>
<td>$4,919</td>
<td>8/24</td>
<td>Athletics Department</td>
<td>Robyn Goodwin</td>
<td>Julie Shaffer</td>
<td>Y</td>
<td>8/24</td>
<td>8/24 - Helped by John</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Briggs &amp; Santams - donated modular</td>
<td>8/23</td>
<td>N</td>
<td>$50</td>
<td>8/24</td>
<td>NCTR Curves</td>
<td>Randy H. Houghteling</td>
<td>Department Head</td>
<td>Y</td>
<td>8/24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Bob Meadny</td>
<td>8/24</td>
<td>Y</td>
<td>$60,000</td>
<td>8/24</td>
<td>AIM</td>
<td>Matt Mueller</td>
<td>Maggie Witt</td>
<td></td>
<td>8/24</td>
<td>sent req</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>ILSSI Europe - Food Allergy Symposium</td>
<td>8/24</td>
<td>N</td>
<td>$25,000</td>
<td>8/24</td>
<td>NIC</td>
<td>Kathy Ellis</td>
<td>Department Head</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Red Lion Hotel</td>
<td>8/24</td>
<td>A</td>
<td>$10,000</td>
<td>8/24</td>
<td>Durham Smolak</td>
<td>Andrew Schmidt</td>
<td>Julie Dexter Snyder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Andrew Pearl</td>
<td>8/24</td>
<td>A</td>
<td>$20,000</td>
<td>8/24</td>
<td>Students Union</td>
<td>Deborah Hendricks</td>
<td>Julie Dexter Snyder</td>
<td>Y</td>
<td>8/26</td>
<td>8/25 sent to GM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>REV - Omaha Inc - Addendum to Increase Work</td>
<td>8/26</td>
<td>Y</td>
<td>$2,200</td>
<td>8/26</td>
<td>WCREC</td>
<td>Stephanie Cole</td>
<td>Maggie Witt</td>
<td>Y</td>
<td>8/26</td>
<td>sent to KB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>City of Eugene Oregon</td>
<td>8/26</td>
<td>N</td>
<td>$2,200</td>
<td>8/26</td>
<td>Athletics</td>
<td>Robyn Goodwin</td>
<td>Department Head</td>
<td>Y</td>
<td>8/28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>UAMPS (gift cards)</td>
<td>8/28</td>
<td>A</td>
<td>$300</td>
<td>8/29</td>
<td>Housing</td>
<td>Karen Stanley</td>
<td>Department Head</td>
<td>Y</td>
<td>9/5 dept has se</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Jarred Health - Addendum #1</td>
<td>8/27</td>
<td>Y</td>
<td>$60,000</td>
<td>8/29</td>
<td>Midwest Roadside Safety</td>
<td>Valerie Swartz</td>
<td>Maggie Witt</td>
<td>Y</td>
<td>9/1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Midwest Medical Transport Company</td>
<td>8/25</td>
<td>A</td>
<td>$250,000</td>
<td>8/29</td>
<td>Campus Police</td>
<td>Megan Witherpoon</td>
<td>Maggie Witt</td>
<td>Y</td>
<td>8/1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Matt Kiefer - PO Change Order</td>
<td>8/26</td>
<td>Y</td>
<td>$4,500</td>
<td>8/26</td>
<td>Chancellor's Office</td>
<td>Karen Hegeman</td>
<td></td>
<td>Y</td>
<td>8/29</td>
<td>8/26 department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>GE Healthcare business Addendum 2 for software upgrad</td>
<td>8/28</td>
<td>A</td>
<td>$40,850</td>
<td>8/29</td>
<td>Athletics</td>
<td>Robyn Goodwin</td>
<td></td>
<td>Y</td>
<td>8/29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Teamworks addendum</td>
<td>8/29</td>
<td>N</td>
<td>$7,500</td>
<td>8/29</td>
<td>Athletics</td>
<td>Robyn Goodwin</td>
<td>Christine Jackson</td>
<td>N</td>
<td>9/3</td>
<td>9/1 department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>Hampton Inn &amp; Suites</td>
<td>8/28</td>
<td>A</td>
<td>$500</td>
<td>8/29</td>
<td>Housing</td>
<td>Jordan Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCO</td>
<td>REV - Timco Agru USA</td>
<td>8/28</td>
<td>Y</td>
<td>$6,000</td>
<td>8/29</td>
<td>WCREC</td>
<td>Steelhead Cole</td>
<td>Maggie Witt</td>
<td>Y</td>
<td>8/30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tool # 5 Continued: Reporting

Contracts by Month

<table>
<thead>
<tr>
<th>Month</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>7/1/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>55</td>
<td>52</td>
<td>90</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Feb</td>
<td>24</td>
<td>74</td>
<td>80</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Mar</td>
<td>64</td>
<td>86</td>
<td>98</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Apr</td>
<td>60</td>
<td>74</td>
<td>98</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>May</td>
<td>70</td>
<td>79</td>
<td>128</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Jun</td>
<td>70</td>
<td>92</td>
<td>148</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Jul</td>
<td>68</td>
<td>86</td>
<td>118</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Aug</td>
<td>84</td>
<td>81</td>
<td>108</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Sep</td>
<td>91</td>
<td>93</td>
<td>117</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Oct</td>
<td>80</td>
<td>85</td>
<td>114</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Nov</td>
<td>60</td>
<td>77</td>
<td>103</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Dec</td>
<td>58</td>
<td>59</td>
<td>112</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Total</td>
<td>716</td>
<td>980</td>
<td>1344</td>
<td>7/1/2017</td>
</tr>
</tbody>
</table>

Growth

<table>
<thead>
<tr>
<th>Period</th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>-5.77%</td>
<td>42.22%</td>
<td>23.00%</td>
</tr>
<tr>
<td>Feb</td>
<td>67.57%</td>
<td>7.00%</td>
<td>27.10%</td>
</tr>
<tr>
<td>Mar</td>
<td>25.58%</td>
<td>12.24%</td>
<td>25.35%</td>
</tr>
<tr>
<td>Apr</td>
<td>18.92%</td>
<td>24.49%</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>11.39%</td>
<td>38.28%</td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>23.91%</td>
<td>27.84%</td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td>28.95%</td>
<td>28.82%</td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>20.93%</td>
<td>27.12%</td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td>20.05%</td>
<td>25.00%</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>23.08%</td>
<td>25.20%</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>5.88%</td>
<td>25.44%</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>41.41%</td>
<td>25.00%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>24.90%</td>
<td>27.08%</td>
<td></td>
</tr>
</tbody>
</table>

Average:

- 91
- 82
- 107

Standard Dev:

- 14
- 12
- 26

Max:

- 80
- 99
- 148

Min:

- 24
- 52
- 80

Date Received to Date Completed

<table>
<thead>
<tr>
<th>FY 2018</th>
<th>Date Received to Date Completed</th>
<th>Turntime (Avg)</th>
<th>Max (days)</th>
<th>Min (days)</th>
<th>Std. Dev</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2018</td>
<td>T 5 Time (Avg)</td>
<td>Max (days)</td>
<td>Min (days)</td>
<td>Std. Dev</td>
<td></td>
</tr>
<tr>
<td>FY 2018</td>
<td>Date Received to Date Completed</td>
<td>Turntime (Avg)</td>
<td>Max (days)</td>
<td>Min (days)</td>
<td>Std. Dev</td>
</tr>
<tr>
<td>FY 2018</td>
<td>Date Received to Date Completed</td>
<td>Turntime (Avg)</td>
<td>Max (days)</td>
<td>Min (days)</td>
<td>Std. Dev</td>
</tr>
<tr>
<td>FY 2018</td>
<td>Date Received to Date Completed</td>
<td>Turntime (Avg)</td>
<td>Max (days)</td>
<td>Min (days)</td>
<td>Std. Dev</td>
</tr>
</tbody>
</table>

Department to Submit for Signature (Everything)

| FY 2018 | Date Received to Date Completed | Turntime (Avg) | Max (days) | Min (days) | Std. Dev | Qty | Days | Years |
| FY 2018 | Date Received to Date Completed | Turntime (Avg) | Max (days) | Min (days) | Std. Dev | Qty | Days | Years |
| FY 2018 | Date Received to Date Completed | Turntime (Avg) | Max (days) | Min (days) | Std. Dev | Qty | Days | Years |

Backlog Days by Quarter

<table>
<thead>
<tr>
<th>Quarter</th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Backlog Days by Quarter

<table>
<thead>
<tr>
<th>Quarter</th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Backlog Days by Quarter

<table>
<thead>
<tr>
<th>Quarter</th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Backlog Days by Quarter

<table>
<thead>
<tr>
<th>Quarter</th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tool # 6: Naming Convention

• Helps when trying to locate a “saved” contract

• Once we begin work on the doc, we save it with this naming convention:

  Supplier’s Name – Department Name – 09-2017 (expenditure contract)

  REV - Supplier’s Name – Department Name – 09-2017 (revenue contract)

• Through the full execution process.

• That route through Procurement Contracts.

• This is how they are saved and uploaded to the State.
Tool #7: Electronic Signature Software

• Legal to use in the State of Nebraska
• Can sign from anywhere
• Eliminates multiple emails - can be sent to multiple people at once (not just the signer)
• Tracks the progress of the process
• Signatures are not actual – more secure
• Records & keeps a history of the signature process
Tool #8: Digital Repository

• **SECURE** Cloud based storage of contracts
• Eliminates need for paper in some cases
• Expiration notification feature
  • Buyer can be notified as well as department contact
• Reporting on categories/commodities, department, etc.
• Can store accompanying documentation such as emails, letters, etc. with the contract
• Interface to State’s Taxpayer Transparency Website
• **Compliant**
Tool #9: Procurement Contracts Webpage
• Current policies & Processes
• News
• Detail about various functions of Procurement

http://procurement.unl.edu/
Other things to think about…
• School/State policies about contracting
• Legal requirements & who you will work with
• Signature Authority – who can sign at your institution?
• Sponsored Programs – not all contracts belong in Procurement
• Do you have your processes documented?
• Create manual for contract team staff
• Create manual for end-user
• Once you have your processes in place, lots of face-to-face outreach & training
Questions/Discussion