Source2Pay Project

Process – Contract Processing
Current State
Focus Group Meeting
April 2017
Agenda

- Welcome/Introductions
- Source-to-Pay Project Overview
- Project’s Process Details
- Process Current State
- Current State Identify Issues
- Next in the project’s process
- Questions
Welcome!

- Introductions
  - Name
  - Department
  - Current Job
  - Goal for being participating on a Focus Group
Source2Pay Project

Our current source-to-pay procedures at the University has significant opportunities for improvement and impact every department within the University system.
Project Purpose/Goal

- Identify process improvements throughout source to pay process
- Develop RFP
- Ultimate goal is to minimize, improve & standardize IT platforms
Project Process

Capture Current State

- Map process
- Current state document
- Present to campus in focus group setting
- Present feedback to the team
- Finalize current state
- Present to Director Council
Project Process

Create Future State

- Map process
- Identify Issues
- Brainstorm recommendations
- Present to campus in focus group setting
- Present feedback to the team
- Finalize proposed solutions
- Present to Director Council
Process – Contract Processing

Purpose of the process

The process ‘Contract Processing’ exist to:

‘Formally enter into mutually executed agreements that protect the University, provide consistency, and follow procurement code and procedures.’
Process – Contract Processing

Process Boundaries

**Begins:**

*Identification of the need for a mutually executed contract for a purchase*

**Ends:**

*Completion of a mutually executed contract for the purchase of supply or service, filing with UCRO, and filing with the Comptroller’s office as needed.*
Process – Contract Processing

- Identify Need/Obtain Approvals
- Draft/Review/Edit Contract
- Negotiate Contract
- Approvals/Execution of Contract
Process – Contract Processing

1. Identify Need
2. Obtain Department Approval
3. Validate Funding
4. Identify Need/Obtain Approvals
5. Draft/Review/Edit Contract
6. Negotiate Contract
7. Approvals/Execution of Contract
Process – Contract Processing

Identify Need/Obtain Approvals

Draft/Review/Edit Contract

Negotiate Contract

Approvals/Execution of Contract

Draft Contract – Dept/Purchasing

Review - University Counsel/Risk Management

Edit

Vendor
Process – Contract Processing

1. Identify Need/Obtain Approvals
2. Draft/Review/Edit Contract
3. Negotiate Contract
4. Approvals/Execution of Contract

Vendor

Department Approval

University Counsel/Risk Management
Process – Contract Processing

1. Identify Need/Obtain Approvals
2. Draft/Review/Edit Contract
3. Negotiate Contract
4. Approvals/Execution of Contract

- Obtain Approvals
- Send Vendor Contract
- Route for oversight
What do you do to process a contract?
Issues with the current process?
Next Steps

- Present feedback to Project’s process team
- Finalize current state
- Begin future state
- Present future state to each campus
Contact Information

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Thank you!