Source2Pay Project

Process – Post Execution Contract Management

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 – Post Execution Contract Mgt

Purpose of the process

- To ensure the University has a way to monitor the Vendor’s performance of the agreement and performance issues
  - Ensure UofI is receiving the level of service and agreed upon pricing.
  - To present suppliers with our needs
  - To correctly understand the requirements & obligations of both parties
  - Improve financial and operational performance
  - Minimize disputes and surprises
Process – Post Execution Contract Mgt

Process Boundaries

*Begins:* when a vendor has received a signed approved contract

*Ends:* when a contract is terminated or expired
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Contract Execution
- Vendor receives signed contract
  - Hold Kick off
    - Determine if expectations are met

Contract Monitoring

Change Orders

Expiration of Contract

Termination of Contract
Process – Post Execution Contract Mgt

- **Contract Execution**
  - Conduct a performance check
  - Determine if changes are needed

- **Contract Monitoring**

- **Change Orders**

- **Expiration of Contract**

- **Termination of Contract**
Process – Post Execution Contract Mgt

1. **Contract Execution**
   - Purchase or Stra Proc receives request or notice for changes

2. **Contract Monitoring**
   - Review and create change order or amendment via the Bulletin process

3. **Change Orders**
   - Communicates or notifies the vendor (sends amendment or updated contract)

4. **Expiration of Contract**

5. **Termination of Contract**
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1. Contract Execution
2. Contract Monitoring
3. Change Orders
4. Expiration of Contract
5. Termination of Contract

- Receive and review tracking reports for renewals
- Determine if still needed
- Determine if there are renewals
- Complete renewal bulletin process
- Contract ends
Process – Post Execution Contract Mgt

1. Contract Execution
2. Contract Monitoring
3. Change Orders
4. Expiration of Contract
   - Determine need to terminate
   - Send to legal
   - Terminate by Cause or Convenience
   - Give time to vendor
   - Send vendor termination letter

Termination of Contract
What do you do for Post Execution Contract Mgt?
Current State

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!