



July 12, 2016

Dear Colleagues,

As you may know, the University is in the process of launching an automated system to improve its process for managing contracts. The General Counsel's Office and the Office of Strategic Sourcing and Payments (OSSP) are leading this effort.

The UR Contract Management system, provided by ESM Solutions, has robust contract management functionality. It provides individuals who manage contracts for their divisions or units with an automated workflow that ensure their contracts are appropriately written, reviewed and approved. Once a contract has been executed, the system will generate automatic reminders to the contract manager regarding key aspects of the contract or related records — for example, it will generate reminders when the renewal period for the contract is approaching or when certificates of insurance or other required documents must be updated. By maintaining all University contracts in a central repository, users across campus can access contracts that fulfill a common need, such as rental car or office supply agreements. This allows the campus community to more readily identify vendors with whom the University has preferred relationships, which allows the University to leverage its combined purchasing power in negotiating future arrangements. We also anticipate that once fully implemented, this system will make it easier for contracts to be reviewed, approved and processed.

The system has been piloted by several areas, including Athletics, Business and Finance and Information Services. The campus-wide roll out is occurring in stages throughout 2016. Wendy Burchard from OSSP is in the process of contacting departments to schedule a time to provide more details regarding this solution, discuss your contracting needs, and develop a migration plan for your area.

Your support of our efforts to streamline the contract approval and management process is appreciated. Please share this with others in your organization as necessary.

If you have additional questions or concerns, please feel free to contact Wendy at [wburchar@richmond.edu](mailto:wburchar@richmond.edu).

Sincerely,

David B. Hale

Shannon Sinclair