



Contract Management System

March 10, 2017

David Brunell

UCF Contract Management

- Vendor: CobbleStone Systems, a cloud provider
- Online, centralized management of the university's contracts
- Sign-in using university single sign-on

The screenshot shows the UCF Federated Identity login interface. At the top, it displays the University of Central Florida logo and name, along with a 'UCF SIGN IN +' button and a search bar. The main content area is titled 'UCF Federated Identity' and features a login form with fields for 'NID' and 'Password', and a 'Sign on' button. To the right, there is a yellow box for 'ucf.cobblestonesystems.com' with the text 'You have asked to login to ucf.cobblestonesystems.com'. Below this, there are three links: 'What is my NID?', 'NID Password Reset', and 'Trouble Signing On?'. At the bottom, there is a disclaimer: 'By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy' and the UCF logo with the tagline 'Stands For Opportunity'.

UCF Contract Management

- **Electronic Routing and Email Notifications**
- **Legal Review**
- **Electronic Approvals**
- **Comprehensive Security Auditing**
- **Vendor and University Authorized Signatures via EZ-Sign**



UCF Contract Management

Gathers Metadata

1. Contract Overview	
Contract Title: Test Agreement for ORC	
Contract Type: Non-Disclosure Agreement	
Legal Office: Office of Research & Commercialization	
Status: Legal Administrative	
Supplier Name: CobbleStone Systems Corp	
Select College/Division: Office of Research and Commercialization	
Supplier Contact First Name: Demo	
Supplier Contact Last Name: Sponsor	
Supplier Contact E-mail: demo@sponsor.org	
Additional Employee Who May View Contract Status: Uribe Romo@3613688, Fernando	
Background Information About the Contract: This is a test contract for ORC	
Are You Ready to Submit the Contract? (Initial Submission Only): Yes	
5. Dates	6. Financial/Budgetary
Effective Date: 1/1/2017	Contract Amount: 50,000.00
Annual Review Date:	UCF Supplier ID: 0000077863
Contract Notify Days: 60	
Expiration Date: 12/31/2021	
Contract Duration: 1825	
Expiration Warning Date: 11/1/2021	
Term/Occurrence: 5 Year	
Renewal Notes: This contract auto-renews for 3 years and then 1 year terms thereafter. 60 days' notice to termination to:	
Renewed: No	

UCF Contract Management

Serves as a Repository and Provides Statuses

My Contracts

Export

Total Record Count: 5 Page Size: 25

1 Page 1 of 1, items 1 to 5 of 5.

Contract Title	Legal Office	Supplier	Status	Date Updated	Date Entered
AEPhi Greek Housing Lease	General Counsel		Fully Executed Signed	11/3/2016 10:45:00 AM	7/22/2016 12:04:57 PM
Addendum for Disabling "Add Employees" from Contract Insight	General Counsel	CobbleStone Systems Corp	Fully Executed Signed	10/28/2016 8:50:34 AM	10/24/2016 1:19:54 PM

My Executed Contracts

Export

Total Record Count: 2









1

Contract ID	Contract Title	Legal Office	Supplier
View Contract	624 AEPhi Greek Housing Lease	General Counsel	
View Contract	811 Addendum for Disabling "Add Employees" from Contract Insight	General Counsel	CobbleStone Systems Corp



UCF Contract Management

Allows Permanent Records and Notes

		409 Housing Lease Agreement.pdf	Fully Executed Signed	7/29/2016 11:24:37 AM	Brunell@0970543, David
		AEPHi Clean Lease.pdf	Signed: AEPHi Clean Lease.pdf	7/26/2016 4:08:41 PM	~
		AEPHi Lease PE Vendor.pdf	Partially executed by vendor	7/22/2016 3:48:29 PM	Brunell@0970543, David
		AEPHi Clean Lease.docx		7/22/2016 12:02:30 PM	Brunell@0970543, David

Okay, we won't include that addendum then, so please forward my revised quote to the vendor.

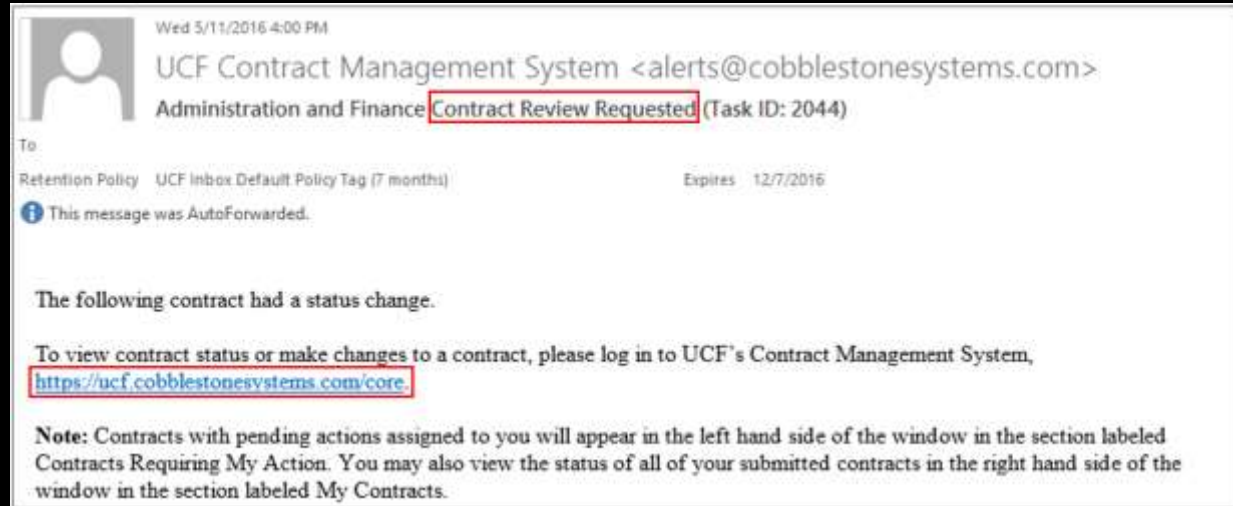
Hi Natasha, we're not making any changes so our sensitive data agreement they would have signed should not be implicated.

Please confirm that we are not disclosing any sensitive data to the vendor - otherwise, I need to attach our UCF Data addendum.

Redline with changes attached. I assume we are not disclosing any sensitive UCF data to the vendor.

UCF Contract Management

Electronic Approvals from Administration Offices



Attorney: Not Reviewed ...

College/Division/Unit: Not Reviewed ...

Facilities & Safety: Not Reviewed ...


Finance & Accounting: Not Reviewed ...

Affairs & Global Strategies: Not Reviewed ...



UCF Contract Management

Provides for Electronic Signature

 Tue 2/28/2017 5:32 PM
UCF Contract Management System <alerts@cobblestonesystems.com>
Invitation to sign your document (for: Test agreement (OSI Mears.pdf))

To UCF General Counsel

Retention Policy UCF Delete after 7 Years (7 years) Expires 2/27/2024

Sent on behalf of David [Brunell@0970543\(David.Brunell@ucf.edu\)](mailto:David.Brunell@ucf.edu).

Test Signer (Contracts@ucf.edu),

You have been invited to participate in the electronic signing of your document.
Please click on the link below to begin.

Document Signing Information
Subject: Test agreement (OSI Mears.pdf)
Message: UCF #1120

Your Signer Information
Name: Test Signer
Reference Number: c5897a23-72aa-4f39-9f47-bf5359b2fafa
Reason:

[Sign Your Document](#)



UCF Contract Management

Questions?

Contact:

David.Brunell@ucf.edu

