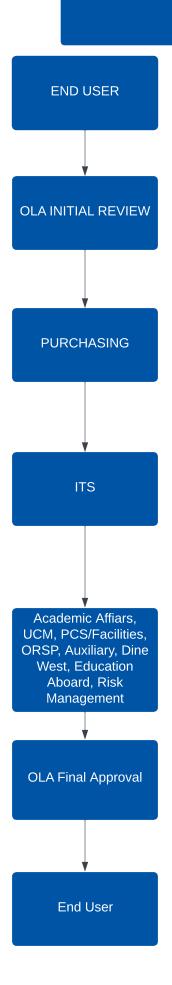
## CONTRACT MANAGEMENT WORKFLOW





- Completes Contract Routing Form (housed in Smartsheet) with uploaded unsigned contract.
- Contract description and checkboxes determine routing path to various approvers (listed below) - Office of Legal Affiars will review ALL contracts.
- Office of Legal Affairs does initial review of contract, including a check to see if all required approvers have been tagged, including ITS for BPM 3.4.4 review. For contracts containing no data sharing, the data risk will automatically default to "None" and will be indicated in Contract Routing Smartsheet.
- After initial review, Office of Legal Affairs pushes contract to all other required approvers.
- Completes any necessary pre-award review, including any bid requirements
- Includes cybersecurity language in bid documents for contracts subject to BPM 3.4.4 (include data sharing agreement; indicate bidders will need to provde that information as part of bid, becomes a pass/fail item; ITS would review during the NOIA process.)
- This information will be indicated in Contract Routing Smartsheet.
- When data sharing is present, ITS will be tagged (either automatically from Contract Routing Form answers, or during initial review with Office of Legal Affairs).
- ITS will review the contract and make a determination of risk (per BPM 3.4.4) and update the Contract Routing Smartsheet accordingly, assigning a risk level (None, Low, Moderate, High).
- In the event of a high risk contract, ITS will work with end user and vendor to ensure items listed within BPM 3.4.4 are addressed.
- All other tagged/required approvers will review, and may provide additional insight on types of data to be shared, and where applicable, may provide additional guidance, alongside ITS with risk assessment per BPM 3.4.4
- Following all other review/approvals, Office of Legal Affairs assists the End User with negotiating final terms and conditions.
- Office of Legal Affairs reviews prior approvals, and risk assessment completed by ITS, ensuring all necessary addendums/documentation have been included.
- Office of Legal Affairs offers the final Approval or Denial in the Contract Routing Smartsheet.
- Following Office of Legal Affairs final review, End User receives the Approval or Denial notification via institution email (automatically sent through Smartsheet).
- If Approved, End User sends contract to Supplier for signature. Once received, End User sends contract to UWG Representative for signature (per the Delegation of Authority Matrix).
- End User enters a requisition with all appropriate documentation per Purchasing Services guidelines.