



COMMUNITY COLLEGE
OF RHODE ISLAND

Contract Review & Vendor Risk Assessment Process

- Contracts initiated on behalf of the College must be reviewed and approved by designated College personnel to ensure compliance with established College policies concerning contractual language and provisions.
- Only employees possessing Signatory Authority are permitted to sign agreements .
 - **Employees are NOT authorized to “click through” agreements for free or trial SaaS/Software.**
- Work performance, goods procurement, or service contracting covered by a College/Vendor contract must not commence until after the issuance of a purchase order and, if applicable, the contract.

Steps for Contract Review/Vendor Risk Assessment:

CCRI has implemented iContracts UCM (Universal Contracts Manager) to establish a centralized repository for agreements and manage the college’s contract lifecycle. Contracts are uploaded onto this platform for evaluation by the contract owner and the contracts review team, comprising Facilities, IT, Purchasing, the Controller’s Office and Legal Counsel.

The Contract Owner is strongly advised to engage Purchasing early in the Contract process to secure the most favorable pricing for products and services. It is important to note that the Contract Owner or their designee is accountable for monitoring UCM to track contracts throughout the review phase.

1. The Contract Owner or their designee initiates a review request by creating a ticket in *TeamDynamix* and attaching the vendors’ submitted contract in **Word Document Format**. PDF or alternative formats will not be accepted. Contracts should only be submitted after funding is confirmed, and the requisition entered. The requisition number must be noted on the TeamDynamix ticket. Contracts are reviewed in the order received and may take up to 180 days or more, depending on the agreement's complexity.
2. Purchasing uploads the contract to UCM. Upon readiness for review, the contract is dispatched to the Contract Owner. The Contract Owner reviews the agreement to ensure accuracy of the scope of work and/or product specifications, and alignment with department expectations. Annotations, comments, edits, etc., are made as necessary.
3. Following Contract Owner’s review, the contract proceeds through the designated workflow to the contract review team. Each team member reviews the agreement and makes appropriate edits.
4. Upon completion of the review process, negotiations commence. Purchasing forwards edits to the vendor for their consideration.
5. Once mutual agreement is reached and contract edits are finalized, Purchasing facilitates the contract signing between the authorized CCRI signatory(s) and the vendor. Contracts may only be signed by individuals granted Signatory Authority by the Council and College.
6. The fully executed and signed Contract is saved in UCM. Contract Owners and other department designees (as specified by the department) are granted access to their respective divisional and/or departmental agreements in UCM.
7. Contract Owners and/or designees receive system-generated notifications from UCM alerting them to upcoming contract expiration dates. It is incumbent upon the Contract Owner or their designee to monitor UCM and

undertake the appropriate actions to renew contracts in a timely manner. The Contract Owner is responsible for reviewing the existing Contract and confirming that previously negotiated terms are incorporated in the renewal. Contract renewals should be initiated well in advance of the expiration to prevent service interruptions. Contract renewals are reviewed in the order received and may take up to 180 days or more, depending on the agreement's complexity.

8. If a decision is made to cancel or not to renew an agreement, it is the responsibility of the contract owner or the appropriate department to notify Purchasing prior to the timeframe specified in the agreement. This ensures that timely notice will be provided to the vendor, thereby preventing any unintended extensions of service and avoiding potential additional costs. Adhering to this process is essential for maintaining compliance with contractual obligations and ensuring efficient financial and operational management.

9. Inactive agreements result from the absence of departmental engagement, including lack of review, notes, or edits in UCM, as well as failure to respond to emails from the contracts team regarding an agreement in the review queue. Contracts inactive in UCM for 90 days will be closed and marked "To Be Archived."

To resume review, departments must submit a new TeamDynamix ticket requesting reinstatement.

Security and contract reviews often involve conversations between CCRI and the vendor. The contract owner and/or designee is responsible for attending all contract review-related meetings as required.