



## 2012 Administrative Leadership Conference

# Illinois Contracts System (iCS) Overview and Demonstration

October 24, 2012



# Workshop Presenter(s)

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# Please...

- Turn off cell phones.
- Avoid side conversations.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.
- Feel free to ask questions!



# Workshop Objectives

- Relate the processes associated with the Illinois Contracts System (iCS)
- Review the Spring 2013 implementation plan and activities for the Springfield Campus
- Provide a brief, live demonstration of the iCS



# Welcome / Agenda

- Introduction
- Advantages
- iCS Campus Sponsorship Team
- Implementation Plan
- Training and Resources
  - ▶ Requirements
  - ▶ iCS Resource Page – OBFS Website
  - ▶ Announcements
- System Demonstration



# iCS Introduction

- The Illinois Contract System (iCS) is the new, web-based contract management system for the University of Illinois.
- University contracts may be developed, routed, reviewed, approved, executed, and stored within iCS.
- It serves as the electronic repository for all fully executed University contracts.



# iCS Advantages

- Reduces and/or eliminates paper copies
- Web-based access
- Versioning
- Eliminates physical University signatures
- Workflow Tracking
- Generates Reports
- Advanced Searches
- Audit Trail
- Historical information



# iCS Campus Sponsorship Team

- Springfield Campus Members:

- Erica Michael
- Karen Fagg
- Donna Young
- Sara Storm
- Pat Sanchez
- Kim Gonzalez-Beeson
- Carole Rahn
- Toni Langdon
- Michele Sapp
- Matt Panich





# iCS Campus Sponsorship Team

- Springfield Campus Members (cont'd):
  - Denise Rothenbach
  - Kelly Walraven
  - Kimberly Craig
  - Jonathan Goldbergelle
  - Alice Bettis
  - Donna Haynes
  - Christina Ryan
  - Keith McMath
  - JT Timmons
  - Tammy Craig



# iCS Implementation Plan

Phase	Unit(s)	Training	Go Live
Phase I - UIUC	Legal Risk AVP Office Purchasing	August 2012	September 2012
Phase II - UIC	Legal OBDS Purchasing	October 2012	November 2012
Phase III - UIS	Legal Purchasing	December 2012	December 2012
Phase IV	Pilot Units	Beginning January 2013	Beginning February 2013
University-Wide	TBD	TBD	TBD



# Springfield Pilot Units Implementation Plan

Units	Training	Go Live
Rec Sports	January 2013	February 2013
Sangamon Auditorium	January 2013	February 2013
Conference Services	January 2013	February 2013



# iCS Training Requirements

- System Demo
- iCS Overview (Web-Based Training)
- iCS Instructor-Led Training (ILT)
- iCS Training for Executive Approvers (Web-Based Training)



# iCS Resource Page – OBFS Website

- **Coming Soon!!!**
- Resources for iCS Users, Business Offices, and USC's

- Implementation Plan
- Training Information
- Help Desk Information
- OBFS Policy Links
- System Roles
- System Requirements
- Enrollment Process
- Job Aids
- Who-To-Ask
- Announcements
- User Maintenance
- Technical Issues – Troubleshooting Guide



# Contract Annoucements

- “Contracts” Topic now available through the OBFS News Service
  - ▶ OBFS Homepage
  - ▶ Sign me up for e-mail updates!
  - ▶ Contracts
  - ▶ Subscribe



# Workshop Summary

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# Questions?