



UNIVERSITY OF ILLINOIS

AT URBANA-CHAMPAIGN

2013 BUSINESS LEADERSHIP CONFERENCE

Overview of the Illinois Contract System (iCS)

Tuesday, March 12, 2013

9:15 – 10:30 a.m.

and

1:45 – 3:00 p.m.

Destination Success

Workshop Presenter(s)

- **Danny Lienard**
Assistant Director, Purchasing Division
(217) 333-0777 | lienard@uillinois.edu
- **Nicole Stewart**
Assistant Director, Office of the AVP for Business
and Finance
(217) 244-7061 | nstewart@uillinois.edu
- **Sara Williamson**
Sr. Coordinator, University Contract Records
Office
(217) 244-0056 | sarawill@uillinois.edu

Please ...

- Turn off cell phones.
- Avoid side conversations.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.
- There will be Q&A at the end of the session, but please feel free to ask questions at any time throughout the presentation.

Workshop Objectives

- Define what iCS is and how it will be used.
- Review the unit implementation process, including training, security, and technical requirements.
- Hear from units already live in iCS – how can you best prepare your own unit for go live?

Topics

- Introduction
- Advantages
- Implementation Plan
- Training and Resources
 - Requirements
 - iCS Resource Page – OBFS Website
 - Announcements
- System Demonstration
- Q&A - including representatives from the first UIUC pilot units

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

UIUC Pilot Implementation Plan

Unit(s)	Training	Go Live
DIA CITES	January 2013	February 2013
Applied Health Sciences EnterpriseWorks	March 2013	April 2013
Assembly Hall KCPA	July 2013	August 2013
Campus-wide Implementation	Beginning July 2013	Beginning August 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

- 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 Announcements

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

iCS System Demonstration

[Link to Demo environment](#)

Q&A