



# SPPS contract management system

New process for all agreements with external vendors

# W-W-W-W-H of the new system

- **What** is the system?
- **Who** uses the system?
- **When** should the system be utilized?
- **Where** do we access the system?
- **How** do we use the system?
- Steps to the contracting process



# What is the new system

- The system is a cloud based tool to create, review/approve, execute, and catalog all agreements for the District.
- The system is named eRFP created by Sysoft



# Who uses the new system

- **Initiators** will use the system to start the contract process. These users will be at school sites and in departments within SPPS.
- **Approvers** will use the system to review and approve contracts. This includes budget approvers, Legal, and Accounting approvers.
- **Purchasing** will use the system to execute and store contracts.
- **Vendors** will use the system to maintain their vendor information, communicate on contract term negotiations, and submit documents (including signed contracts).



# When to use the new system

- The system should be utilized whenever there is an agreement between the District and an outside entity that SPPS needs to sign to execute. This will include hiring consultants or contractors, MOU's, etc.
- The system will not be used for hiring employees – continue to work with HR for this action.

# Where to access the new system

- Links to access the system are located on the [www.spps.org/purchasing](http://www.spps.org/purchasing) website.
- SPPS staff will find their link in the Staff Resources area of the site under Contract Resources & Tools.
- Vendors will soon find their link in the Doing Business with SPPS and is expected to be operational by early fall 2019
- Staff without an access to the system should contact the Purchasing Manager to be set up.



# Timeline for the new system

- Training has already begun for the system.
- Phase 1 began in June 2019 for a small group of initiators and approvers.
- Phase 2 begins in July 2019 for the balance of users in departments.
- Phase 3 will begin in August 2019 for those in school locations with training at the fall clerks meeting.



# Steps to the contracting process

