



# Contracts Workshop

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Presented By:  
UCF Office of the General Counsel

# Starting A Contract in Cobblestone

The screenshot shows a web browser window with the address bar displaying `ucf.cobblestonesystems.com/Core/ContractAdd0.aspx`. The page header is yellow and contains the University of Central Florida logo, a search bar, and a "Drop Files Here" button. The main content area is titled "Add New Contract Record" and features a "Select a Type" dropdown menu with "Agreement" selected. A "Continue" button is positioned below the dropdown.

University of Central Florida

Search

Drop Files Here

Add New Contract Record

Back to Top ↑

Select a Type

Agreement

Continue

**When Adding a new Contract, you will click through a series of tabs.**

**Click next to proceed to the next tab.**

**\*Items with a red asterisk are mandatory items.**

University of Central Florida

Search

Drop Files Here

Add New Contract Record

Add New Agreement Record

Details 1. Contract 2. Dates 3. Legal Office 4. Requestor O... 5. Financial & ... 6a. President ... 6b. Departmen... 6c. Health Affai... 6d. Office of R... 6e. UCF Advan... 7. Record Info

Details

\*Is this a Procurement Contract?

-- Select One --

-- Select One --

Yes

No

Next

**Important Related Definitions and Policies:**

**What is a procurement contract?** A contract whereby the university, DSO, or other related entity is engaged in the acquisition of commodities, services, or licenses whether by rent, lease, installment, or outright purchase or a contract associated with, preliminary to, or necessary for such acquisitions.

**What if the procurement contract is urgent?** Please contact [kNEXT@ucf.edu](mailto:kNEXT@ucf.edu) for assistance in expediting the supplier approval process.

**Why is this necessary?** There have been several regulatory and compliance requirements directed by Florida Statute when contracting with non-government entities. The requirements are built into the supplier registration process and is the most effective way to ensure compliance.



# Contract Overview

Add New Contract Record

Back to Top ↑

Add New Agreement Record

Details > **1. Contract Ov...** > 2. Dates > 3. Legal Office > 4. Requestor O... > 5. Financial & ... > 6a. President ... > 6b. Departmen... > 6c. Medical Aff... > 6d. Office of R... > 6e. UCF Advan... > 7. Record Info

## 1. Contract Overview

Contract ID	<input type="text"/>
*Contract Title	<input type="text" value="*Include the name of the vendor/supplier in your contract title*"/>
*Contract Type +	<input type="text" value="Agreement"/>
Status +	<input type="text" value="Pending"/>
*Contract Purpose/Background Information	<div><p><input type="text" value="*Add information regarding purpose of the contract being submitted*"/></p></div>
Current Contract Reviewer	<input type="text" value="Colon@1403952, Nicholas x"/>

Previous

Next

# Contract Dates

University of Central Florida

Search

Drop Files Here

Add New Contract Record

Add New Agreement Record

Back to Top ↑

Details > 1. Contract Ov... > **2. Dates** > 3. Legal Office > 4. Requestor O... > 5. Financial & ... > 6a. President ... > 6b. Departmen... > 6c. Medical Aff... > 6d. Office of R... > 6e. UCF Advan... > 7. Record Info

**2. Dates**

Effective Date

Expiration Date

Previous Next

# Legal Office

University of Central Florida  
Search  
Drop Files Here

Add New Contract Record  
Add New Agreement Record

Details > 1. Contract Ov... > 2. Dates > **3. Legal Office** > 4. Requestor O... > 5. Financial & ... > 6a. President ... > 6b. Departmen... > 6c. Medical Aff... > 6d. Office of R... > 6e. UCF Advan... > 7. Record Info

**3. Legal Office**

\*Legal Office

- Select One --
- Select One --
- College of Medicine
- Foundation
- General Counsel
- Office of Research & Commercialization

Previous Next

# Requestor Overview

University of Central Florida

Search

Drop Files Here

Add New Contract Record

Add New Agreement Record

Back to Top ↑

Details > 1. Contract Ov... > 2. Dates > 3. Legal Office > **4. Requestor O...** > 5. Financial & ... > 6a. President ... > 6b. Departmen... > 6c. Medical Aff... > 6d. Office of R... > 6e. UCF Advan... > 7. Record Info

### 4. Requestor Overview

*College/Division +	-- Select One --
College of Medicine Department	N/A
*Contract DepartmentDivision +	-- Select One -- <b>*Provide the department the contract is for.*</b>
Requestor Department/Division +	General Counsel
*Return to Legal Office	N/A ← <b>Leave as N/A</b>
Secondary Requestor/PI	Begin Typing to Search

Previous Next

# Financial & Supplier Overview

University of Central Florida

Search

Drop Files Here

Add New Contract Record

Add New Agreement Record

Back to Top ↑

Details 1. Contract Ov... 2. Dates 3. Legal Office 4. Requestor O... 5. Financial & ... 6a. President ... 6b. Departmen... 6c. Medical Aff... 6d. Office of R... 6e. UCF Advan... 7. Record Info

### 5. Financial & Supplier Overview

*Current Contract Amount	<input type="text"/>
*Aggregate Amount	<input type="text"/>
Supplier/Non UCF Party Name +	<input type="text" value="Begin Typing to Search"/>
Supplier/Non UCF Party ID	<input type="text"/>
*Supplier/Non UCF Party Contact First Name	<input type="text"/>
*Supplier/Non UCF Party Contact Last Name	<input type="text"/>
*Supplier/Non UCF Party Contact Email	<input type="text"/>

\*\* The Supplier Name and Email should be the signer for the other party\*\*

Previous Next



# Sections 6A - 6E

The screenshot shows the top navigation bar of the University of Central Florida system. It includes the UCF logo, a search bar, and a 'Drop Files Here' button. Below the navigation bar, there are two main sections: 'Add New Contract Record' and 'Add New Agreement Record'. The 'Add New Agreement Record' section contains a breadcrumb trail with the following steps: Details, 1. Contract Ov..., 2. Dates, 3. Legal Office, 4. Requestor O..., 5. Financial & ..., 6a. President ..., 6b. Departmen..., 6c. Medical Aff..., 6d. Office of R..., 6e. UCF Advan..., and 7. Record Info. The '6a. President ...' step is currently selected and highlighted in blue. Below the breadcrumb trail, there are 'Previous' and 'Next' buttons.

**\*\*Once you get to 6a you will click next all the way to 6e\*\***

# Record Info

University of Central Florida

Search

Drop Files Here

Add New Contract Record

Add New Agreement Record

Back to Top ↑


Details > 1. Contract Ov... > 2. Dates > 3. Legal Office > 4. Requestor O... > 5. Financial & ... > 6a. President ... > 6b. Departmen... > 6c. Medical Aff... > 6d. Office of R... > 6e. UCF Advan... > 7. Record Info

### 7. Record Info

Entered By	Colon@1403952, Nicholas
Date Entered	5/3/2023 10:15 AM
Updated By	Colon@1403952, Nicholas

Previous Finish

**\*\*Once you click "Finish" you will then review the record.\*\***



# Reviewing Your Contract

University of Central Florida

Search

Drop Files Here

Contract Details Back to Top ↑

[View Employee Permissions for this Record](#)

0 days remaining; term days: 0; term months: 0

**Details** [✎](#)

Will a purchase order be issued or a supplier invoice be created in Workday? No

**1. Contract Overview** [✎](#)

**Contract ID** 35043

**Contract Title** Test

**Contract Type** Agreement

**Status** Pending

**Contract Purpose/Background Information** Test

**Current Contract Reviewer** Colon@1403952, Nicholas

**Submit Contract? (No to Save or Yes to Submit)** No

**2. Dates** [✎](#)

**Effective Date**

**Expiration Date**

**3. Legal Office** [✎](#)

**Legal Office** General Counsel

# Reviewing Your Contract (Continued)

Contract Details

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## 4. Requestor Overview

**College/Division** General Counsel

**College of Medicine Department** N/A

**Contract Department/Division** ATHLETICS

**Requestor Department/Division** General Counsel

**Requestor on Record** Colon@1403952, Nicholas

**Return to Legal Office** N/A

**Secondary Requestor/PI**

## 5. Financial & Supplier Overview

**Current Contract Amount** 0.00

**Total Contract Amount** 0.00

**Supplier/Non UCF Party Name**

**Supplier/Non UCF Party ID**

**Supplier/Non UCF Party Contact First Name** Test

**Supplier/Non UCF Party Contact Last Name** Test

**Supplier/Non UCF Party Contact Email** Test@Test

# Files / Attachments

University of Central Florida

Search

Drop Files Here

Contract Details

Back to Top

Files / Attachments

**\*You will drag and drop the contract for legal review here\***

Upload File(s) Info.

File Category: -- Select Category --

File Notes:

Doc Type:

Access Level: Internal

Single File Upload: Browse

Add Web Document Import From Cloud

Drop Files Here

File Browser / Explorer: Root Folder

Show All Files

Root Folder

Drag a column header and drop it here to group by that column

Actions	View File	Notes	Doc Type	Category	Entry Date	Entered By	Collaboration Type	Checked Out To	Last Viewed By	Last View Date	Ver.

No records to display.

# How to add a note in Files/Attachments

The screenshot displays the 'Contract Details' page in the University of Central Florida system. A table lists various attachments, including 'Contracts.pdf', 'Addendum for Service Contracts 7.28.23\_RH.docx', 'MEARS Addendum for ALL Service Contracts.pdf', 'Mears Addendum.pdf', and 'Mears Addendum.pdf'. The last entry is circled in yellow, and a red arrow points to it with the text '\*1. Select the briefcase icon'. A 'Document Tools' modal window is open over the 'Mears Addendum.pdf' entry, showing its details and a 'Manage' button. A red arrow points to the 'Manage' button with the text '2. Select 'Manage''. The modal window includes sections for 'Signatures & Approvals', 'Manage', and 'Security'.

Actions	View File	Notes	Doc Type	Category	Entry Date	Entered By
	<a href="#">Contracts.pdf</a>	Vendor Approves edits				
	<a href="#">Addendum for Service Contracts 7.28.23_RH.docx</a>	Ready for Signature			11/1/2023 8:08:47 AM	Colon@14 Nicholas
	<a href="#">MEARS Addendum for ALL Service Contracts.pdf</a>	Clean Copy. Vendor Approves edits			5/5/2023 10:50:34 AM	Colon@14 Nicholas
	<a href="#">Mears Addendum.pdf</a>	Attorney Edits - For Vendor Review			5/4/2023 4:40:12 PM	Colon@14 Nicholas
	<a href="#">Mears Addendum.pdf</a>	Add a Note Regarding the attachment. (For Example: For Legal Review)			5/4/2023 4:27:33 PM	Colon@14 Nicholas

**Document Tools**

**Mears Addendum.pdf**

[.pdf](#) 114 KB

Attachment ID: 163811    Record ID: 35057    OCR Status: OCR Failed

[Manage](#)

**2. Select 'Manage'**

**Signatures & Approvals**

[Esign Document](#)    [IntelliSign Now](#)

**Manage**

[Auto Redline](#)    [View Text/Compare](#)

[OCR](#)    [Combine PDFs](#)

**Security**

[Add Legal Hold](#)    [Lock/Unlock Access](#)

# How to add a note in Files/Attachments (Continued)

University of Central Florida

Search

Drop Files Here

Contract Details

File Browser / Explorer: Root Folder

Drag a column header and drop it here to group by that column

Actions	View File	Notes	Doc Type	Category	Entry Date	Entered By
	<a href="#">Contracts.pdf</a>	Vendor Approves edits				
	<a href="#">Addendum for Service Contracts_7.28.23_RH.docx</a>	Ready for Signature			11/1/2023 8:08:47 AM	Colon@14 Nicholas
	<a href="#">MEARS Addendum for ALL Service Contracts.pdf</a>	Clean Copy. Vendor Approves edits			5/5/2023 10:50:34 AM	Colon@14 Nicholas
	<a href="#">Mears Addendum.pdf</a>	Attorney Edits - For Vendor Review			5/4/2023 4:40:12 PM	Colon@14 Nicholas
	<a href="#">Mears Addendum.pdf</a>	Add a Note Regarding the attachment. (For Example: For Legal Review)			5/4/2023 4:27:33 PM	Colon@14 Nicholas

Document Tools

\* Attachment Name

Mears Addendum

pdf

Collaboration Type:

Internal

Category

-- Select Category --

Doc Type

File Notes

Add a Note Regarding the attachment.  
(For Example: For Legal Review)

\*\*\*Save your note before closing\*\*\*

Save Changes Return To Toolbox

# Notes & Comments

Drag a column header and drop it here to group by that column

	Task Name	Employee	Start Date	End/Due Date	Notify Days	Alert Date	Status	Date Completed	Approve
<a href="#">View</a>	Initialization of Fields Upon Contract Creation	Contract Declined@00000000	5/3/2023	5/3/2023	0	5/3/2023	Open		<a href="#">Approve</a>
<a href="#">View</a>	Contract Saved Successfully	Nicholas Colon@1403952	5/3/2023	5/3/2023	0	5/3/2023	Open		<a href="#">Approve</a>

Emails/Alerts

## Notes & Comments

Enter Notes Below and/or optionally enter a subject:


  

Internal

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Undo, Redo, Save, Refresh

Text area for note content

**\*Add a note before sending the contract back to the Legal Office\***



Subject/Category	Note(s)	Collaboration Type	Employee	Date
<a href="#">Delete</a>	Here is where the Requestor, Attorney and Legal Admin will put notes pertaining to the contract.	Internal	Colon@1403952, Nicholas	5/3/2023 10:21:53 AM

Note: when editing the notes, the edited text will be displayed in the notes text editor above.



# When ready to submit your contract, Change “Submit Contract” to “YES”

Contract Details

ucf.cobblestonesystems.com/Core/ContractDetails.aspx?ID=35043&ti=4#notes

University of Central Florida

Search

Drop Files Here

Contract Details

Back to Top

Record

0 days remaining; term days: 0; term months: 0

Should be issued or a supplier invoice be created in Workday? No

Contract ID 35043

Contract Title Test

Contract Type Agreement

Status Pending

Contract Purpose/Background Information Test

Current Contract Reviewer Colon@1403952, Nicholas

Submit Contract? (No to Save or Yes to Submit) No

2. Dates

Effective Date

Expiration Date

3. Legal Office

Legal Office General Counsel



# How to send a contract back

The screenshot displays a web application interface for contract management. The main content area is titled "Contract Details" and is divided into sections. The "3. Legal Office" section includes fields for "Legal Office General Counsel", "Attorney on Record", "Attorney Approval Not Reviewed", "Legal Review Days", and "Legal Administrativ". The "4. Requestor Overview" section includes fields for "College/Division", "College/Division Approv", "College/Division Approv", "College of Medicine Departmen", "Contract DepartmentDivisio", "Requestor Department/Division General Counsel", "Requestor on Record Colon@1403952, Nicholas", "Return to Legal Office N/A", and "Secondary Requestor/PI". A modal window titled "Edit Record" is open, showing a dropdown menu for "Return to Legal Office" with options: "N/A", "-- Select One --", "Yes", "No", and "N/A". A blue arrow points to the "Return to Legal Office" field in the main interface, and a red text annotation reads: "\*Click the Pencil Icon and select 'Yes' on the drop-down menu\*".

# Contracts Requiring My Action

My Dashboards

ucf.cobblestonesystems.com/Core/MyDashboard.aspx?DashboardId=10

University of Central Florida

Search

Drop Files Here

My Dashboards

Select Dashboard: All Employees (System)

Add Contract

Contracts Requiring My Action

Export Update

Total Record Count: 6

Page size: 25

View Record	Title	Non-UCF Party	Status	Date Updated	Contract ID
<a href="#">View</a>	FCTL-Knowledge Experts 2023 (Dubai)		Legal Administrative	5/3/2023 9:25:35 AM	34883
<a href="#">View</a>	WSJ HSI Donation		Legal Administrative	5/3/2023 9:12:53 AM	34382
<a href="#">View</a>	Orange County-UCF Global Program Agreement-Addendum "Priority Request"		Legal Administrative	5/3/2023 9:00:16 AM	35033
<a href="#">View</a>	Upgrade Of Services - Print Reach	Print Reach Software LLC	Legal Administrative	5/3/2023 8:09:34 AM	35041
<a href="#">View</a>	Daytona State College & University of Central Florida Inter institutional Agreement	Daytona State College	Pending	4/28/2023 9:24:11 AM	34056
<a href="#">View</a>	BayCare and CAPS Single Case Agreement Renewal		Legal Administrative	4/18/2023 10:08:51 AM	24264

Page size: 25

6 items in 1 pages

# My Contracts

My Contracts

Export Update

Total Record Count: 9

Page size: 25

9 items in 1 pages

View Record	Title	Non-UCF Party	Status	Date Updated	Contract ID
<a href="#">View</a>	Crowe LLP - Professional Services for UCF Stadium Corp.	Crowe LLP	A&F Vice President CFO Review	5/3/2023 9:06:34 AM	35002
<a href="#">View</a>	Crowe LLP - Professional Services for UCF Convocation Corp.	Crowe LLP	Fully Executed Signed	5/3/2023 8:47:33 AM	34999
<a href="#">View</a>	Crowe LLP - Professional Services to UCF Finance Corp.	Crowe LLP	Fully Executed Signed	5/3/2023 8:47:32 AM	35001
<a href="#">View</a>	Crowe LLP - Audit Report Services for Athletics Association, Inc.	Crowe LLP	Fully Executed Signed	5/2/2023 3:31:59 PM	34996
<a href="#">View</a>	Crowe LLP - UCF Athletics Association Audit Services	Crowe LLP	Fully Executed Signed	5/2/2023 3:31:58 PM	34995
<a href="#">View</a>	Crowe LLP - Audit Services for Limbitless Solutions, Inc	Crowe LLP	Fully Executed Signed	5/2/2023 9:33:11 AM	34997
<a href="#">View</a>	ITN #1234MCSA Wide Area Network Services: Spectrum (Bright House Networks) Amendment	Bright House Networks LLC	Fully Executed Signed	4/24/2023 11:31:50 AM	34498
<a href="#">View</a>	Nemours Affiliation Agreement			4/6/2023 10:04:49 AM	34649
<a href="#">View</a>	Athletic Director Employment Contract Amendment 1		Fully Executed Signed	1/23/2023 11:52:33 AM	33754

Page size: 25

9 items in 1 pages



UCF

# My Executed Contracts

My Executed Contracts

Export Update

Total Record Count: 1

Page size: 25 7 items in 1 pages

View Record	Title	Non-UCF Party	Status	Date Updated	Contract ID
<a href="#">View</a>	Crowe LLP - Professional Services for UCF Convocation Corp.	Crowe LLP	Fully Executed Signed	5/3/2023 8:47:33 AM	34999
<a href="#">View</a>	Crowe LLP - Professional Services to UCF Finance Corp.	Crowe LLP	Fully Executed Signed	5/3/2023 8:47:32 AM	35001
<a href="#">View</a>	Crowe LLP - Audit Report Services for Athletics Association, Inc.	Crowe LLP	Fully Executed Signed	5/2/2023 3:31:59 PM	34996
<a href="#">View</a>	Crowe LLP - UCF Athletics Association Audit Services	Crowe LLP	Fully Executed Signed	5/2/2023 3:31:58 PM	34995
<a href="#">View</a>	Crowe LLP - Audit Services for Limbitless Solutions, Inc	Crowe LLP	Fully Executed Signed	5/2/2023 9:33:11 AM	34997
<a href="#">View</a>	ITN #1234MCSA Wide Area Network Services: Spectrum (Bright House Networks) Amendment	Bright House Networks LLC	Fully Executed Signed	4/24/2023 11:31:50 AM	34498
<a href="#">View</a>	Athletic Director Employment Contract Amendment 1		Fully Executed Signed	1/23/2023 11:52:33 AM	33754

Page size: 25 7 items in 1 pages

