



COBBLESTONE FOR CONTRACTS



WHAT IS COBBLESTONE?

- UCF contract management system
- Legal repository for reviewed documents
- Tool for obtaining signatures

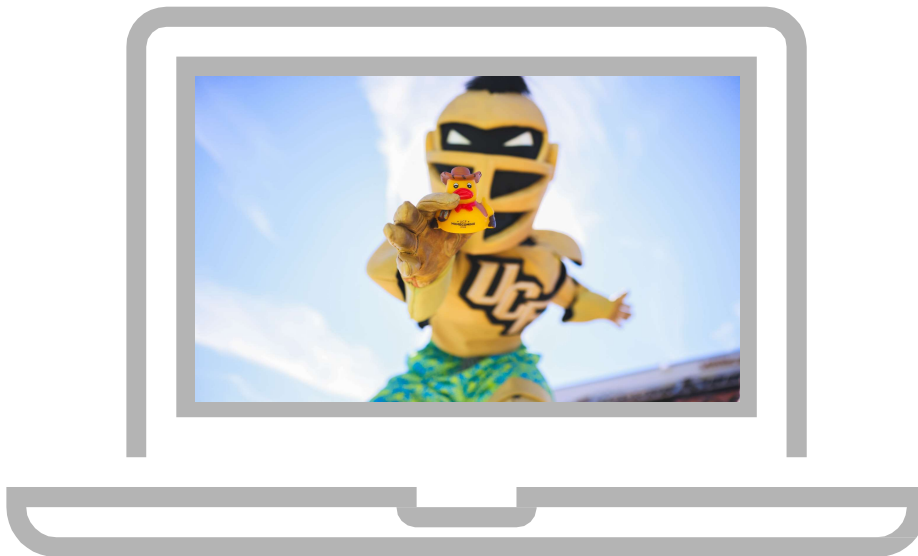


OPEN COBBLESTONE

- From <https://contracts.aa.ucf.edu>

OR

<https://generalcounsel.ucf.edu/>



Scroll to the Bottom of the Homepage:
Locate the **Resources** section and select **Cobblestone**.

Log In Using Single Sign-On (SSO)

You will be automatically directed to the Cobblestone homepage upon authentication.

WHAT IS A CONTRACT?

A contract is an agreement between two or more parties that creates an obligation to do or not to do a particular thing. It can be an exchange for services, a promise, a commitment, a requirement, and/or responsibility to perform. There does not have to be a payment of money to create this obligation.



DOCUMENTS THAT CAN CONSTITUTE A CONTRACT

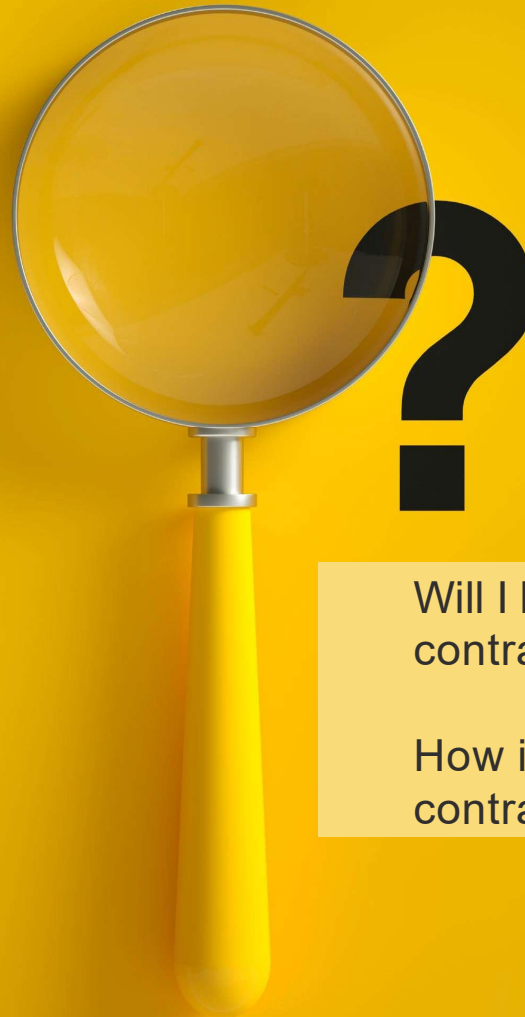
- Invoices, Memoranda, Letters
- Type of document is not important; it's the content that matters
- **Be Aware**, contracts often state - "*subject to Vendor terms and conditions*" - terms and conditions are not always attached and may be found on Vendor's website



CONTRACT NAMING

CONTRACT TITLE

- Provide enough information to identify the specific contract.
- It should contain the **supplier/vendor name** and/or who the contract is with.
- It should contain **specific information** pertaining to the contract itself (unique identifier).



Will I be able to search for this contract in the future?

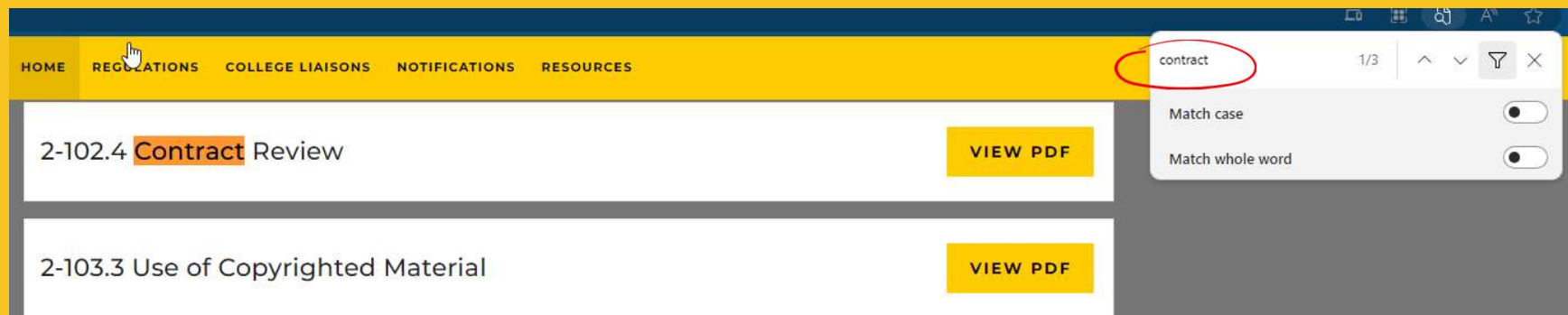
How is this one unique to other contracts with same supplier/vendor?



CONTRACT REVIEW

CONTRACT REVIEW PROCESS – Policy 2-102.4

- Go to [UCF Policies and Procedures – Home](#)
- CTRL + F to search keyword “*contract*”





LOCATE AND SUBMIT CONTRACTS IN COBBLESTONE

SEARCH CONTRACTS

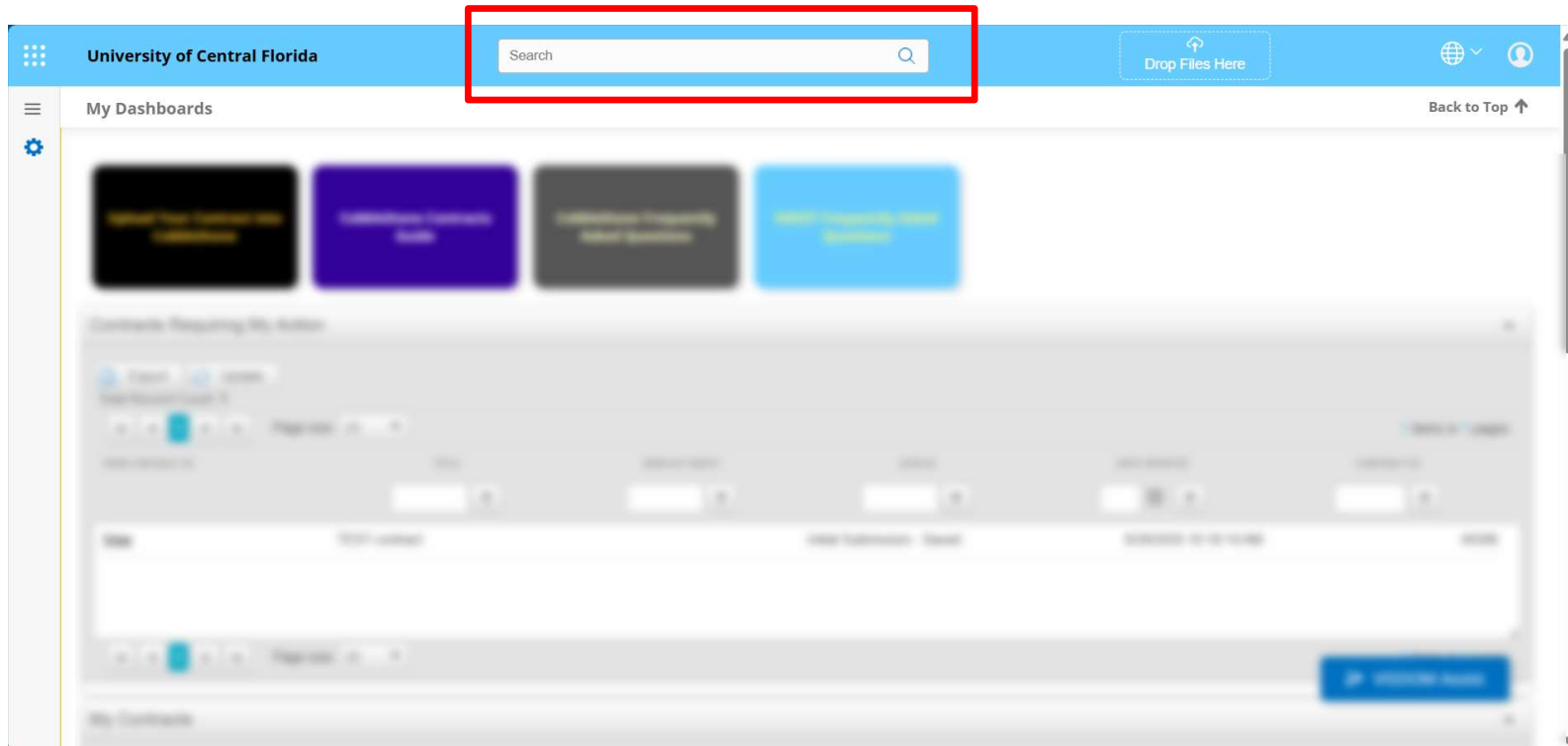
Search by Contract Title or Contract ID

 **University of Central Florida**




Drop Files Here

SEARCH CONTRACTS



MY DASHBOARDS

- Contracts Requiring My Action
- My Contracts
- My Executed Contracts

University of Central Florida

Search

My Dashboards

Select Dashboard: All Employees (System)

Upload Your Contract into Cobblestone

Cobblestone Contracts Guide

Cobblestone Frequently Asked Questions

EXPEDITE Frequently Asked Questions

Contracts Requiring My Action

Export Update

Total Record Count: 2

Page size: 25

VIEW CONTRACT ID	TITLE	NONUOCT PARTY
View	TEST Contract 2	
View	Knightro	

Page size: 25

My Contracts

Export Update

Total Record Count: 42

Page size: 10

VIEW CONTRACT ID	TITLE	TYPE NAME
View	TEST Contract 2	Addendum
View	Plug & Play, LLC - Founding Anchor Agreement	Agreement
View	"EXPEDITE" Verio Systems, Inc. - Cloud Services Agreement	Software License Agreement
View	Test - Mears Contract	Agreement
View	2nd Amendment - Adventist Health System/Sunbelt, Inc. db/a AdventHealth	Amendment
View	MOA between DIU for the US Dept. of Defense and UCF	Master Agreement
View	SHINE TV Location Release	Agreement
View	Crowe LLP - Professional Services for UCF Stadium Corp. 2024	Agreement
View	"TEST CONTRACT" Knight Major Exploration and Transition Center - 2025 Welcome Expo Vendor Contract_OGC Template	Agreement
View	Test Contract - AVP, Planning, Design & Construction Review (Ben Davis)	Agreement

Page size: 10

My Executed Contracts

Export Update

Total Record Count: 33

Page size: 10

VIEW CONTRACT ID	TITLE	NONUOCT PARTY
View	Plug & Play, LLC - Founding Anchor Agreement	Plug & Play, LLC
View	2nd Amendment - Adventist Health System/Sunbelt, Inc. db/a AdventHealth	
View	MOA between DIU for the US Dept. of Defense and UCF	
View	SHINE TV Location Release	
View	Crowe LLP - Professional Services for UCF Stadium Corp. 2024	

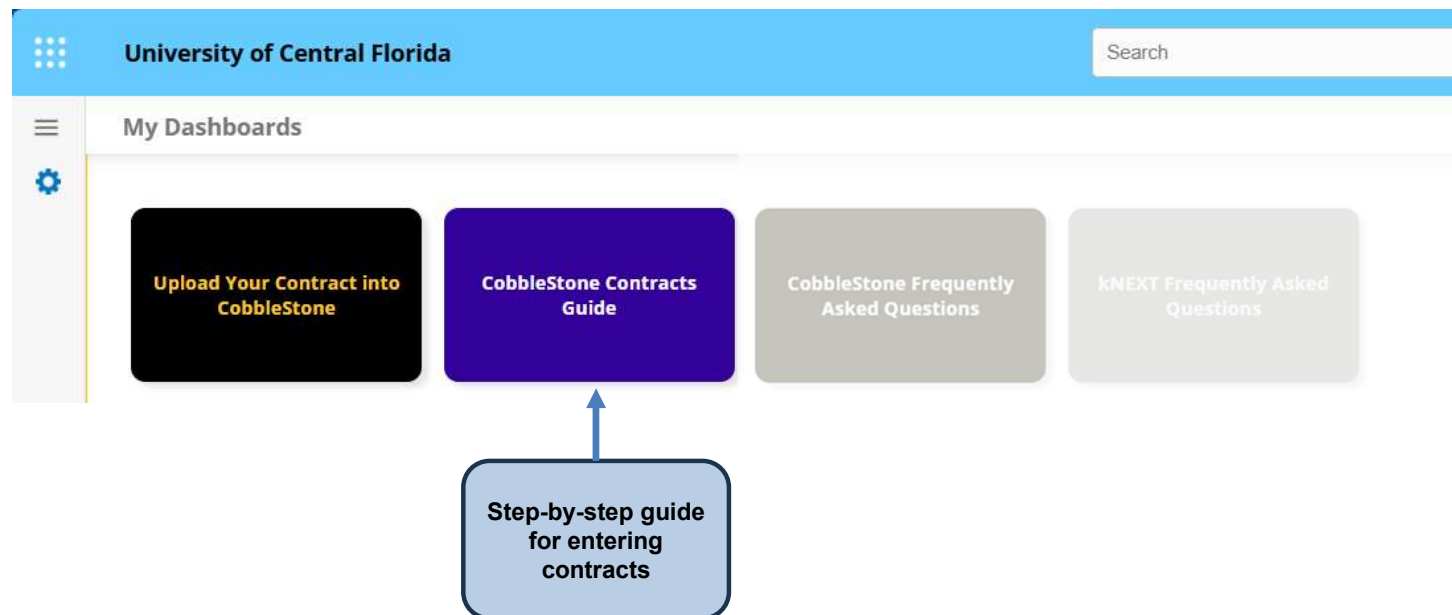
ACTION BUTTONS



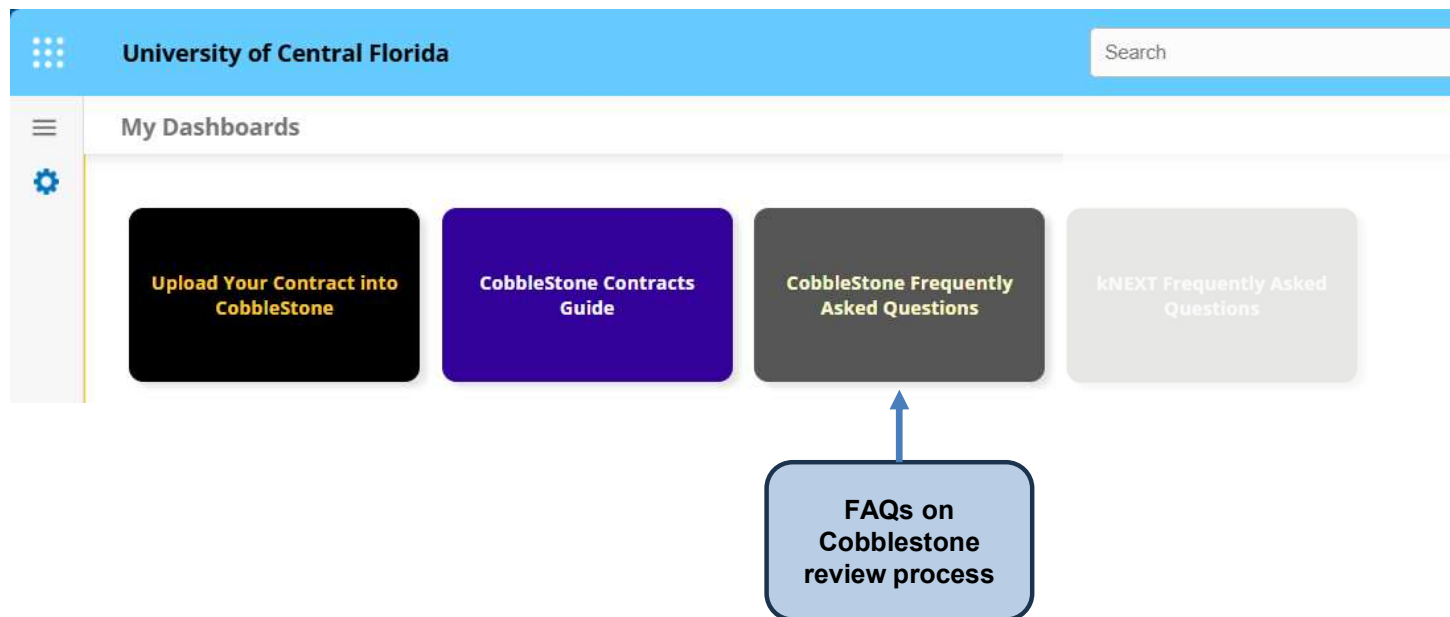
ACTION BUTTONS



ACTION BUTTONS



ACTION BUTTONS



CobbleStone FAQ's

Question	Response
How do I reactivate my account after 60 days of not logging into Cobblestone?	Cobblestone automatically deactivates an account after 60 days of inactivity. To restore your account, please contact contracts@ucf.edu .
Are there any guidelines or policies I need to follow when submitting a contract request?	Please refer to the UCF's policies and procedures guidelines for contract submission and signature authority under policies.ucf.edu. • Contract review policy 2-102 • Signature Authority policy 2-107 Information can also be found under the General Counsel website at Contract Information and Procedure - UCF General Counsel
How do I submit a contract for initial review?	In Dashboard #1 - Contract Overview – field question “Submit contract?” (No to Save or Yes to Submit), please change the selection from “No” to “Yes.” This will advance the contract to the next stage.
Can I make changes to my contract request after submission?	Yes, you can make changes to the record after submission if the contract is under requestor review, or if someone from the legal or kNext contracts team has requested supporting documentation or edits. Contracts cannot be changed once they are fully executed and signed.
How will I be notified when my contract request is approved or denied?	A notification via email from CobbleStone will be sent. Also check the status of your record on your CobbleStone dashboard.
What should I do if my contract request is denied?	If your contract request is denied, please go to the Notes/Comment section located at the bottom of the contract record. Reach out to the appropriate parties who reviewed the contract in CobbleStone and coordinate accordingly.
Can I track the status of my contract request in CobbleStone	Yes, if you are listed as the “Requestor”, the contract status is on the dashboard called “Contracts Requiring My Action” under “Status”
How do I access previously submitted contract requests?	Previously submitted contract requests can be found on the user's dashboard page under “My Contracts.” This is the last dashboard located at the bottom of the home screen. Contracts submitted by others can be searched for by utilizing the search bar at the top of the Cobblestone page.
How do I report technical issues with CobbleStone?	Technical issues should be reported to contracts@ucf.edu or call the General Counsel's office line at 407-823-2482.

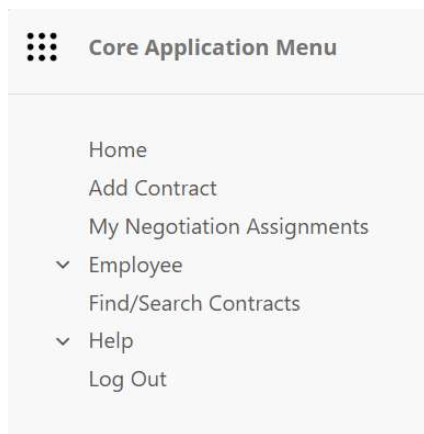
ACTION BUTTONS



kNEXT FAQ's

Question	Response
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.
Does a supplier need to be created prior to the submission of my procurement contract?	Yes. 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.
Do I need to create a supplier if I do not need a purchase order?	All suppliers must be approved in Workday before any procurement contract is submitted for review in Cobblestone. This is required, regardless of payment type (i.e., expense card, procurement card, supplier invoice).
How do I create a supplier?	If the supplier is not listed in Cobblestone, please have the supplier complete registration through Workday's Prospective Supplier Portal or a Travel/Procurement Coordinator within a Finance Business Center can complete the <i>Create Supplier Request</i> task on the supplier's behalf. Once the supplier is approved, they will be selectable in Cobblestone and your procurement contract can be submitted.
Can goods and services be purchased with a PO?	Goods and services can be purchased on a university issued purchase order or with the use of an expense card (where applicable) without the need for a separate signed contract. A PO is a legally binding document between two parties that can potentially contain all the information needed to authorize a purchase. Utilizing UCF's PO rather than a supplier contract is UCF's preferred mechanism for purchasing goods and services as the UCF PO incorporates the university's standard terms and conditions and is the most efficient process for making a purchase. If a supplier submits a contract or similar document (quote, agreement, statement of work, proposal, etc.) for signature, ask if they will accept a purchase order or expense card (under \$5,000) in lieu of a signed agreement.
What if the procurement contract is urgent?	Please contact kNEXT@ucf.edu for assistance in expediting the supplier approval process.

ADD NEW CONTRACT



Waffle Icon + Add Contract



Add Contract button

AGREEMENT DEFAULT FOR CONTRACT TYPE

Select the type of **Agreement** and click **Continue**

The screenshot shows the 'Add New Contract Record' page in the University of Central Florida system. The page has a blue header with the university's name, a search bar, a 'Drop Files Here' button, and a 'Back to Top' link. The main content area is titled 'Add New Contract Record' and contains a 'Select a Type' dropdown menu. The dropdown menu is currently set to 'Agreement', which is highlighted with a yellow box. Below the dropdown menu is a 'Continue' button, also highlighted with a yellow box.

University of Central Florida

Search

Drop Files Here

Back to Top ↑

Add New Contract Record

Select a Type

Agreement

Continue

DETAILS

- If this is a procurement contract, Select “Yes” regardless of payment method (PO, invoice, contract, or expense card).
- All vendors must be a registered UCF supplier to complete contract review.

University of Central Florida

Search

Drop Files Here

☰

Add New Contract Record

Back to Top ↑

Add New Agreement Record

Details

1. Contract ...

2. Dates

3. Legal Offi...

4. Requesto...

5. Financial ...

6a. Preside...

6b. Depart...

6c. Health A...

6d. Office of...

6e. UCF Ad...

7. Record Info

Details

*Is this a Procurement Contract?

-- Select One --

PROCUREMENT AND SUPPLIER REGISTRATION

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? Contact kNEXT@ucf.edu for assistance in expediting the supplier approval process.

Why is this necessary? There are regulatory and compliance requirements directed by Florida Statute when contracting with nongovernment entities.

The requirements are built into the supplier registration process and is the most effective way to ensure compliance.



The screenshot shows a web form with a progress bar at the top containing three steps: 'Details' (highlighted in blue), '1. Contract ...', '2. Dates', and '3. Le'. Below the progress bar is a section titled 'Details' containing a required question, '*Is this a Procurement Contract?', followed by a dropdown menu with the text '-- Select One --' and a downward arrow.

DETAILS

- Complete required fields (*)
- Name of UCF approved supplier appears when you begin typing.
- Enter Supplier Contract Start Date and **Next** to proceed.

University of Central Florida

Search

Drop Files Here

☰

Add New Contract Record

Back to Top ↑

Add New Agreement Record

Details

1. Contract ...

2. Dates

3. Legal Offi...

4. Requesto...

5. Financial ...

6a. Preside...

6b. Depart...

6c. Health A...

6d. Office of...

6e. UCF Ad...

7. Record Info

Details

*Supplier

Begin Typing to Search

*Is this a Procurement Contract?

Yes

▼

*Supplier Contract Start Date

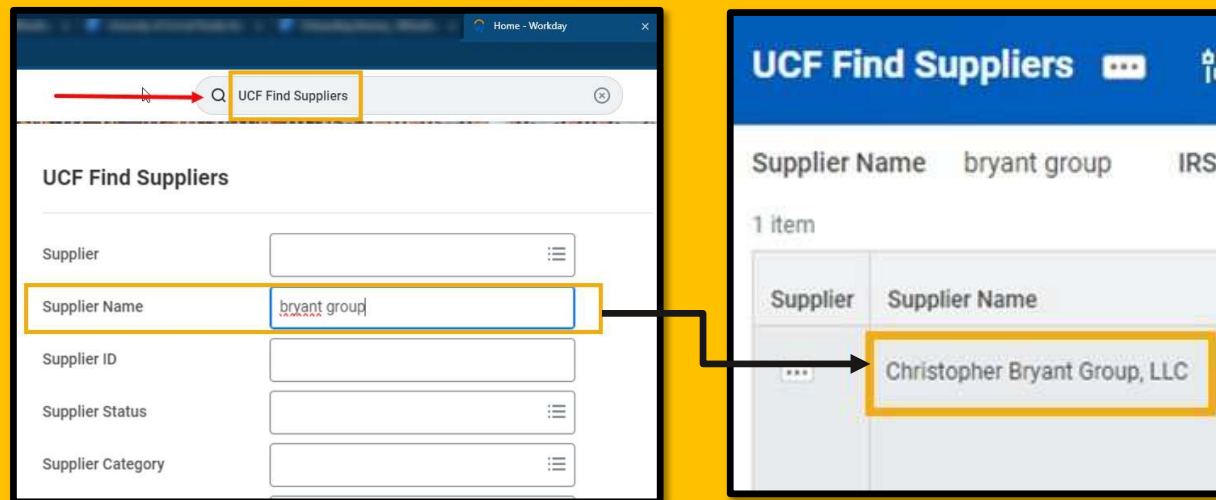
📅

Next

LOCATING UCF APPROVED SUPPLIER

If Supplier name does not automatically appear in Cobblestone, search for supplier in Workday

- In WD, search **UCF Find Suppliers**
- Search for them using the **Supplier Name** field
- If Supplier does not appear in WD or Cobblestone, reach out to kNEXT@ucf.edu to expedite the registration process

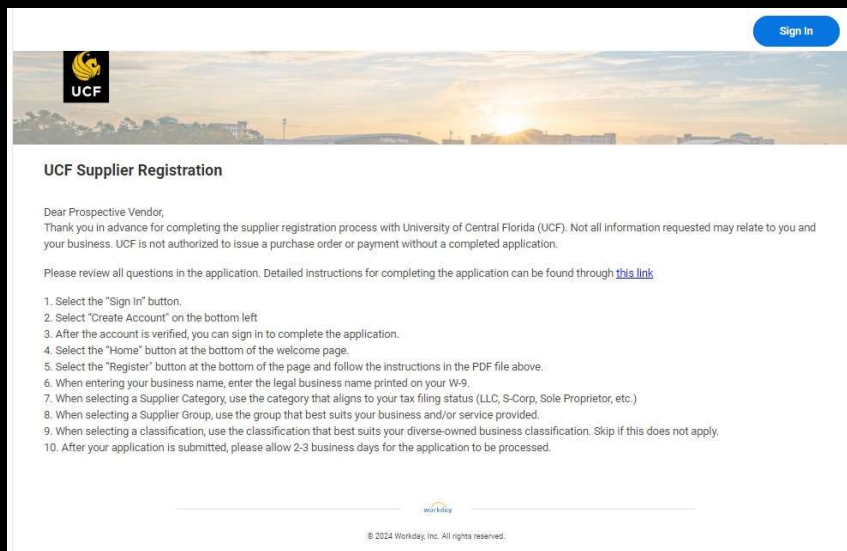


The screenshot shows the 'UCF Find Suppliers' interface in Workday. On the left, the search form has the 'Supplier Name' field populated with 'bryant group'. On the right, the search results show one item: 'Christopher Bryant Group, LLC'.

In this example, “*Bryant group*” was not found in Cobblestone because the supplier was listed as “*Christopher Bryant Group*” in Workday.

NEW SUPPLIER REGISTRATION

New suppliers must register with the [UCF Supplier Registration Link](#) to become an approved UCF vendor



SAMPLE EMAIL TEMPLATE

Dear Prospective Vendor,

We are pleased to be doing business with you. As a new vendor, we kindly ask that you register with UCF by completing the new supplier registration. UCF is not authorized to issue any payments without a completed registration.

Please click on the link below and follow the instructions carefully. It is important that you **attach your W-9.**

We appreciate your cooperation.

Please click here to register:

https://wd1.myworkdaysite.com/supplier/ucf/supplier_registration

1. CONTRACT OVERVIEW

- Complete required fields (*)
- Contract Title: Include supplier/vendor name and other unique identifiers
- Contract Purpose: Can include notes to Legal and/or KNEXT – *Reason for contract, vendor registration is in process, event dates are soon*
- *Answer the Federal Law Question from the Office of International Collaboration and Export Control. You can email them with any questions at OICEC@ucf.edu.*

University of Central Florida

Search

Drop Files Here

Back to Top

Add New Contract Record

Add New Agreement Record

Details

1. Contract Overview

2. Dates

3. Legal Office

4. Requestor Overview

5. Financial & Supplier ...

6a. President & Vice Pr...

6b. Departmental Appro...

6c. Health Affairs Appro...

6d. Office of Research ...

6e. UCF Advancement...

7. Record Info

1. Contract Overview

Contract ID

Status

Pending

*Contract Title

Current Contract Reviewer

Colon@1403952, Nicholas X

*Contract Type

Agreement

*Contract Purpose/Background Information

*Federal Law Question

sharing this question with the unit user, you are still unsure how to answer this question. please contact the Office of International Collaboration and Export Control at OICEC@ucf.edu.
Please answer Yes or No in the below field.

*Federal Law Response

-- Select One --

Previous

Next

2. DATES

University of Central Florida

Search

Drop Files Here

☰

Add New Contract Record

Add New Agreement Record

Details

1. Contract Overvi...

2. Dates

3. Legal Office

4. Requestor Ove...

5. Financial & Su...

6a. President & Vi...

6b. Departmental ...

6c. Health Affairs ...

6d. Office of Rese...

6e.

2. Dates

Effective Date or Event Date

Expiration Date

Contract Notify Days

90

Expiration Warning Date

Page 29

3. LEGAL OFFICE

Select the appropriate **Legal Office**

Add New Contract Record

Add New Agreement Record

Details

1. Contract Ov...

2. Dates

3. Legal Office

4. Requestor O...

5. Financial & ...

6.

3. Legal Office

*Legal Office +

-- Select One --

-- Select One --

College of Medicine

Foundation

General Counsel

Office of Research & Commercialization

4. REQUESTOR OVERVIEW

- College/Division: choose your college or division
- Contract Department/Division: **Choose your Department**

University of Central Florida

Search

Drop Files Here

Back to Top

Add New Contract Record

Add New Agreement Record

Details

1. Contract Overview

2. Dates

3. Legal Office

4. Requestor Overview

5. Financial & Supplier Ove...

6a. President & Vice Presid...

6b. Departmental Approvals

6c. Health Affairs Approvals

6d. Office of Research App...

6e. UCF Advancement App...

7. Record Info

4. Requestor Overview

*College/Division

General Counsel

College of Medicine Department

N/A

*Contract DepartmentDivision

General Counsel

Requestor Department/Division

General Counsel

Return to Legal Office

N/A

Secondary Requestor/PI

Begin Typing to Search

Previous

Next

5. FINANCIAL & SUPPLIER OVERVIEW

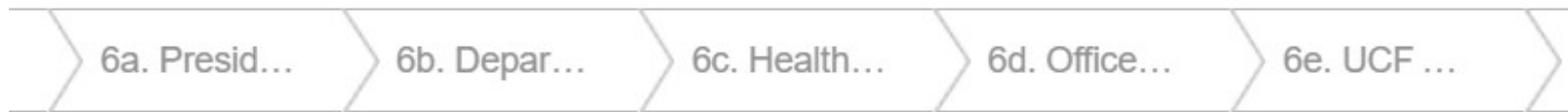
- Add contract amounts and all other required fields (*)
- Supplier contact info will be used by Legal and kNEXT to solicit signatures
 - Confirm person listed in **Supplier/Non-UCF Party Contact** is the signer

Details	1. Contract ...	2. Dates	3. Legal Offi...	4. Requesto...	5. Financial ...	6a. Preside...	6b. Depart...	6c. Health A...	6d. Office of...	6e. UCF Ad...	7. Record Info
---------	-----------------	----------	------------------	----------------	------------------	----------------	---------------	-----------------	------------------	---------------	----------------

5. Financial & Supplier Overview

*Current Contract Amount 5,000.00	*Aggregate Amount 5,000.00	Supplier/Non UCF Party Name Begin Typing to Search
Supplier/Non UCF Party ID 	*Supplier/Non UCF Party Contact First Name John	*Supplier/Non UCF Party Contact Last Name Smith
*Supplier/Non UCF Party Contact Email john.smith@mail.com		

6a. – 6e. – LEAVE BLANK and CLICK “Next”



7. RECORD INFO

Record info – Auto populates. Confirm it's correct and click **Finish** to review record

University of Central Florida

Search

Drop Files Here

Back to Top

Add New Contract Record

Add New Agreement Record

Details

1. Contract Ov...

2. Dates

3. Legal Office

4. Requestor ...

5. Financial & ...

6a. President ...

6b. Departmen...

6c. Health Affai...

6d. Office of R...

6e. UCF Adva...

7. Record Info

7. Record Info

Entered By

johnson@5051092, Christopher

Date Entered

9/10/2025 10:05 AM

Fully Executed Date

Previous

Finish

CONTRACT OVERVIEW

Contract can be viewed by opening it from My Dashboards (clicking **View**) and the **Record Details** tab.

University of Central Florida

Search

Drop Files Here

Back to Top

Contract Details

Track @ Red Raider Meet

Hotel Agreement ATHLETICS

7/25/2025 11:22:15 AM

Notices and Alerts

Record 0

Budget --

Alerts 0

Task 0

Record Actions

View all Actions

Notes and Comments

Files/Attachments

Record Details

Linked Records

Tasks & Workflows

Details

Supplier

Hilton, Mariah Ann

Is this a Procurement Contract?

Yes

Supplier Contract Start Date

1/22/2026

1. Contract Overview

Contract ID

44303

Contract Title

Track @ Red Raider Meet

Contract Type

Hotel Agreement

Status

Fully Executed Signed

Current Contract Reviewer

Colon@1403952, Nicholas

Contract Purpose/Background Information

Track @ Red Raider Meet

CONTRACT STATUS: PENDING

- Contract ID is found in
Section 1. Contract Overview

- Status is **Pending** because
Submit Contract? is “No”

- Contract is saved but not
submitted for legal review.

1. Contract Overview		
Contract ID 44310	Contract Title Knightr	Contract Type Agreement
Status Pending	Current Contract Reviewer Johnson@5051092, Christopher	Submit Contract? (No to Save or Yes to Submit) No
Contract Purpose/Background Information Test		



ATTACH DOCUMENTS AND NOTES

NOTES AND COMMENTS TAB

- Click hyperlink from email
- From Dashboard, open agreement from **Contracts Requiring My Action**
- Provide and view notes from the Legal Office or kNEXT and other offices in the **Notes & Comments** tab

Notes and Comments

Files/Attachments

Record Details

Linked Records

Tasks & Workflows

Notes & Comments

Enter Notes Below and/or optionally enter a subject:

Note subject:

note subject

Note public visibility:

Internal

Note:

"Open Sa...

3

B

/

U

A

This is where you will provide and review notes from other individuals reviewing your agreement.

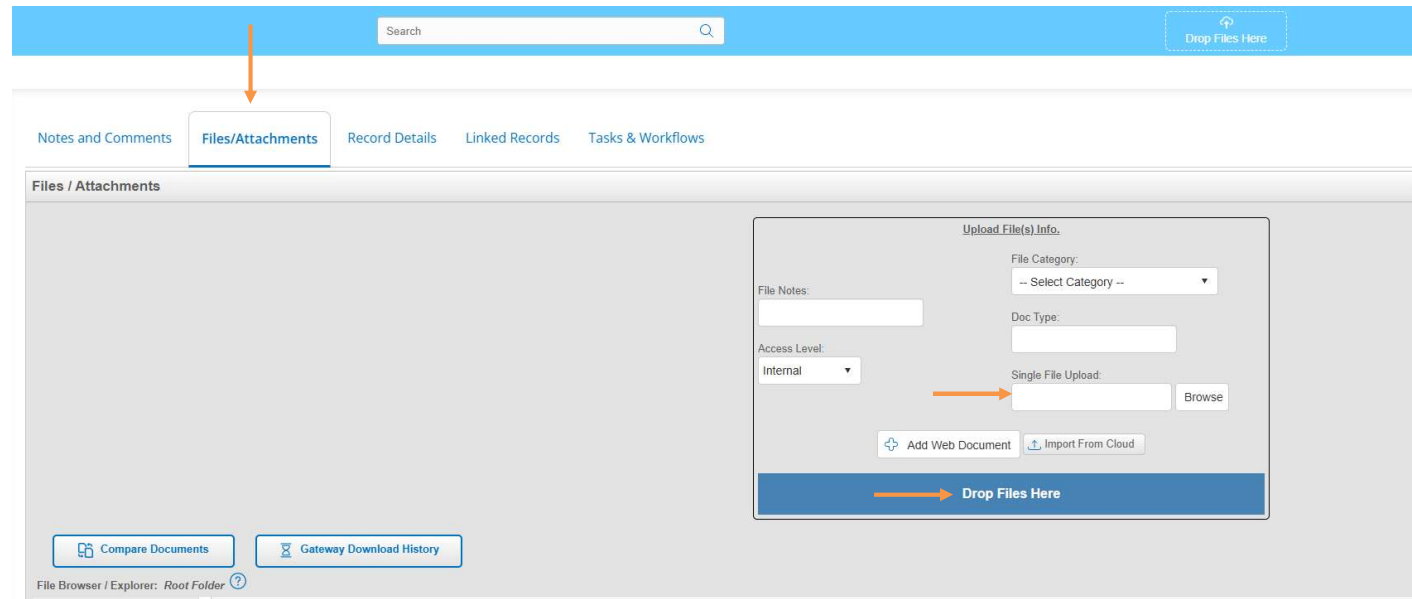
Save Note

Refresh

	Collaboration Type	Subject/Category	Note(s)	Employee	Date	
Delete	Internal		Here is my note	Colon, Nicholas	9/24/2025 1:44:39 PM	Edit
Delete	Internal		Where is my Note	Colon, Nicholas	9/25/2025 11:59:20 AM	Edit

ATTACH SUPPORTING DOCUMENTATION

- Select **File/Attachments** tab
- Drag and drop files over the blue section or use the “Single File Upload” browse button



LOCATE ATTACHMENT

- Attachment appears in **File Browser** section
 - Click blue hyperlink to open file and ensure correct document was entered

The screenshot displays the 'Files/Attachments' section of a software interface. At the top, there is a blue header bar with a search input field and a 'Drop Files Here' button. Below this, a navigation bar includes tabs for 'Notes and Comments', 'Files/Attachments' (which is active), 'Record Details', 'Linked Records', and 'Tasks & Workflows'. The main content area features two buttons: 'Compare Documents' and 'Gateway Download History'. On the left, a 'File Browser / Explorer: Root Folder' sidebar shows a tree view with 'Root Folder' selected. The central part of the interface is a table with the following columns: Actions, View File, Notes, Doc Type, Category, Entry Date, Entered By, Collaboration Type, Checked Out To, Last Viewed By, Last View Date, and Ver. The table contains one data row with a blue hyperlink in the 'View File' column. The text 'Drag a column header and drop it here to group by that column' is visible above the table headers.

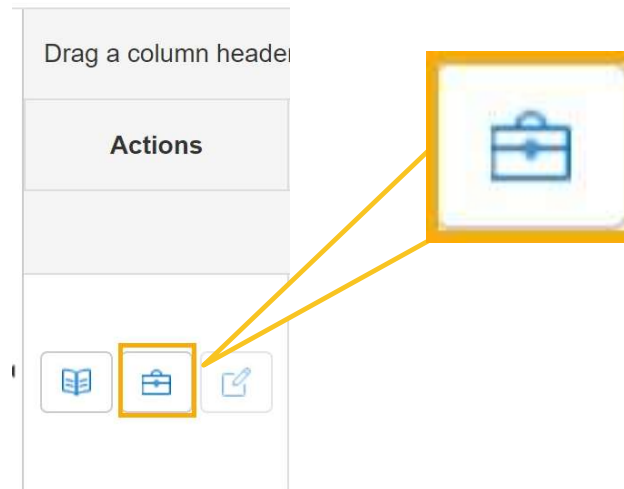
Actions	View File	Notes	Doc Type	Category	Entry Date	Entered By	Collaboration Type	Checked Out To	Last Viewed By	Last View Date	Ver.
	Addendum-for-Service-Contracts_3.5.25.c				8/29/2025 10:19:14 AM	Aviles, Juan	Internal	~	~		1

Add a Note to your Attachment

Document Toolbox Icon

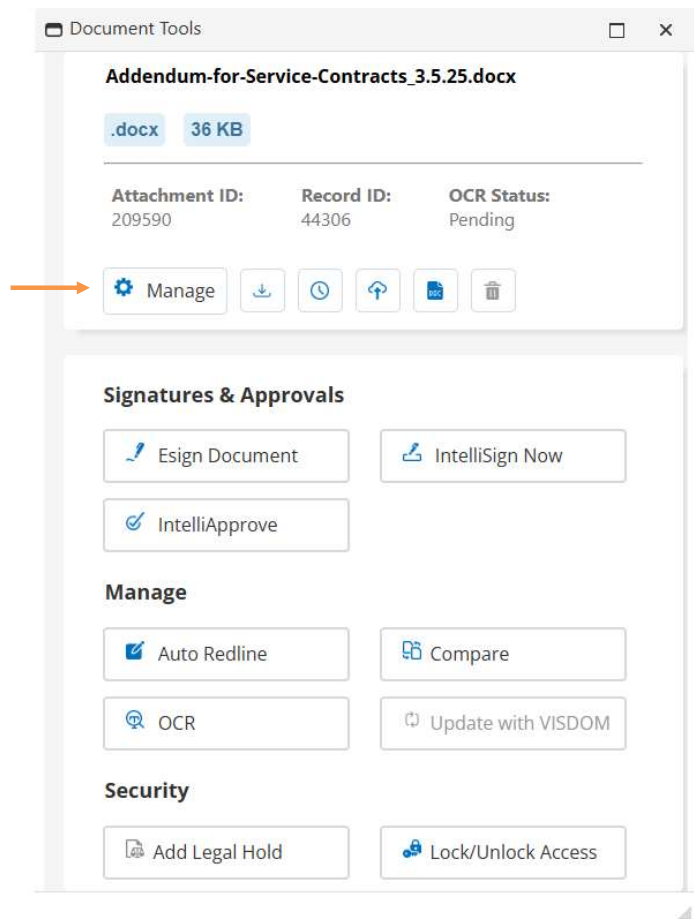
Add notes here requesting a change to the file/attachment--

- *“adding for your review”,*
- *“please delete”,*
- *“attention to a specific document/page...”*)



Add a Note to your Attachment

Click **Manage** and type message in **File Notes** and **Save Changes**



Document Tools

Addendum-for-Service-Contracts_3.5.25.docx

.docx 36 KB

Attachment ID: 209590 Record ID: 44306 OCR Status: Pending

Manage [Download] [Clock] [Refresh] [PDF] [Trash]

Signatures & Approvals

Esign Document IntelliSign Now

IntelliApprove

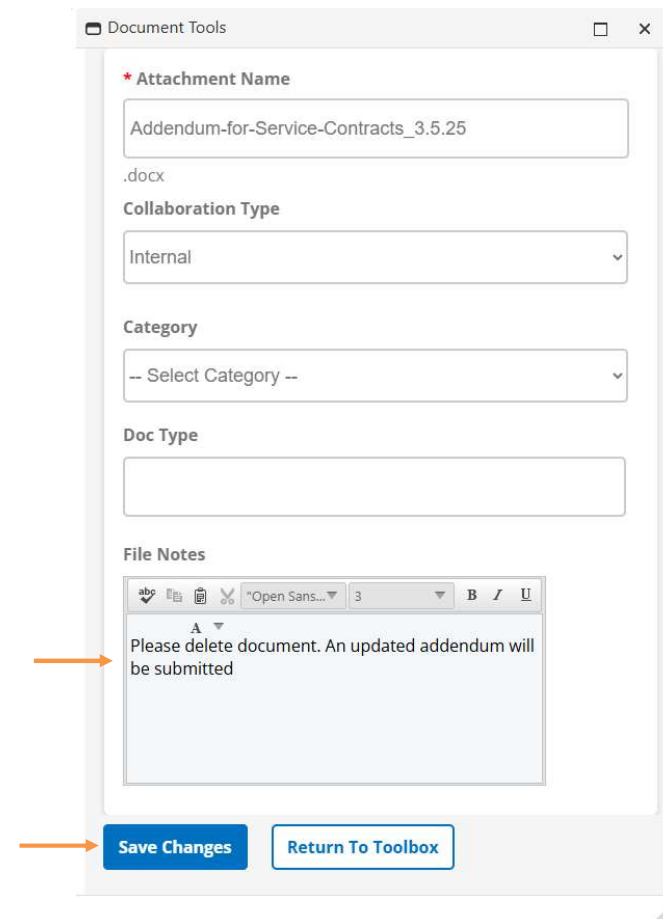
Manage

Auto Redline Compare

OCR Update with VISDOM

Security

Add Legal Hold Lock/Unlock Access



Document Tools

* Attachment Name

Addendum-for-Service-Contracts_3.5.25

.docx

Collaboration Type

Internal

Category

-- Select Category --

Doc Type

File Notes

Please delete document. An updated addendum will be submitted

Save Changes **Return To Toolbox**



FINALIZING CONTRACT SUBMISSION

SUBMIT CONTRACT

- When you're ready to submit the contract, go to **Section 1 – Contract Overview** under **Record Details** tab
- Click blue pencil icon - change **Submit Contract?** From "No" to "Yes" and **Save Record**

The image shows a web application interface for managing contract records. The main form, titled "1. Contract Overview", contains the following fields:

Contract ID	Contract Title	Contract Type
44310	Knightro	Agreement

Status	Current Contract Reviewer	Submit Contract? (No to Save or Yes to Submit)
Pending	Johnson@5051092, Christopher	No

Contract Purpose/Background Information
Test

A blue pencil icon is located next to the "1. Contract Overview" title.

An inset window titled "Edit Record" shows a close-up of the "Submit Contract?" field. The field is a dropdown menu currently set to "No". A dropdown list is open, showing options: "-- Select One --", "No", and "Yes". An orange arrow points to the "Save Record" button, which is located to the right of the dropdown menu.

CONFIRM CONTRACT STATUS

In **Section 1: Contract Overview**, Status changes from “Initial Submission – Saved” to “Legal Administrative”

Submit Contract is “Yes” indicating agreement has been sent to the appropriate Legal Office

1. Contract Overview 		
Contract ID 44310	Contract Title Knightro	Contract Type Agreement
Legal Administrative	Current Contract Reviewer Johnson@5051092, Christopher	Submit Contract? (No to Save or Yes to Submit) Yes
Contract Purpose/Background Information Test		

SUBMISSION REMINDER

Remember, agreements will not go to Legal until **Submit Contract** status in Section 1 is changed to “Yes”



1. Contract Overview

Contract ID
44306

Status
Initial Submission - Saved

Contract Purpose/Background Information
TEST purpose

1. Contract Overview

Contract ID
44306

Status
Legal Administrative

Contract Purpose/Background Information
TEST purpose



AUTOMATED EMAILS & NOTES

EMAIL TYPES

- Initial Submission - Saved
- Contract Submitted Successfully
- **Requestor Contract Review Needed ***
- Legal Office Submits Contract to Authorized Signer(s)
- Fully Executed Contract

* *only Cobblestone email requiring Requestor action*



Task: Requestor Contract Review Needed

The following contract had a status change.

To view contract status or make changes to a contract, please log in to UCF's Contract Management System, <https://ucf.cobblestonesystems.com/core>.

Note: Contracts with pending actions assigned to you will appear in the section labeled Contracts Requiring My Action. You may also view the status of all of your submitted contracts in the right hand side of the window in the section labeled My Contracts. **Days Left to Task End Date:** 0

Contract Details Record Information:

Contract Title: Mears Contract - CECS Trip to Dr. Phillips

Legal Office: General Counsel

Contract Type: Agreement

Supplier/Non UCF Party Name: MEARS TRANSPORTATION GROUP

Effective Date: Sep 15 2025

Expiration Warning Date: Jun 17 2025

Expiration Date: Sep 15 2025

Requestor Department/Division: General Counsel

Status: Authorized Signer Review

Contract ID: 44573

IF FURTHER ACTION NEEDED - RETURN CONTRACT TO LEGAL

- In **Section 4. Requestor Overview**, hover over **Return to Legal Office** and click on pencil icon
- Change **Return to Legal Office** from “N/A” to “Yes”

The screenshot displays the 'Edit Record' interface for '4. Requestor Overview'. The form includes the following fields:

- *College/Division**: Foundation
- College of Medicine Department**: N/A
- *Contract Department/Division**: -- Select One -- (highlighted with a yellow box, showing options: -- Select One --, Yes, No, N/A)
- Return to Legal Office**: N/A
- Secondary Requestor/PI**: Begin Typing to Search

At the bottom right, there is a 'Save Record' button.



SIGNATURE PROCESS FOR SIGNERS

FULLY EXECUTED CONTRACT

- This email indicates agreement has been fully signed
- Click the hyperlink to access the fully signed contract

COBBLESTONE
software



Task: Fully Executed Date

The following contract had a status change.

To view contract status or make changes to a contract, please log in to UCF's Contract Management System, <https://ucf.cobblestonesystems.com/core>.

Note: Contracts with pending actions assigned to you will appear in the section labeled Contracts Requiring My Action. You may also view the status of all of your submitted contracts in the right hand side of the window in the section labeled My Contracts. **Days Left to Task End Date:** 0

Contract Details Record Information:

Contract Title: Mears Contract - CECS Trip to Dr. Phillips

Legal Office: General Counsel

Contract Type: Agreement

Supplier/Non UCF Party Name: MEARS TRANSPORTATION GROUP

Effective Date: Sep 15 2025

Expiration Warning Date: Jun 17 2025

Expiration Date: Sep 15 2025

Requestor Department/Division: General Counsel

Status: Fully Executed Signed

Contract ID: 44573

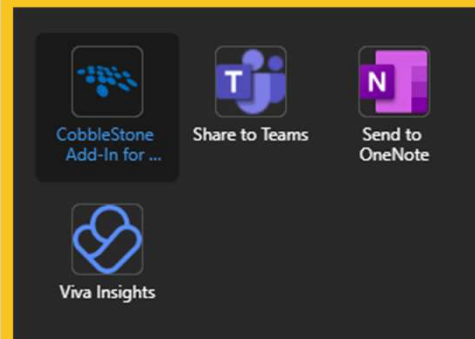
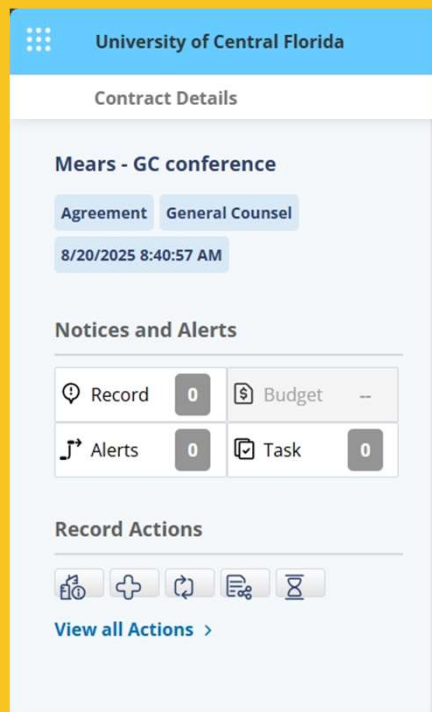
To view this event's contract record visit:

[Contract Details](#)

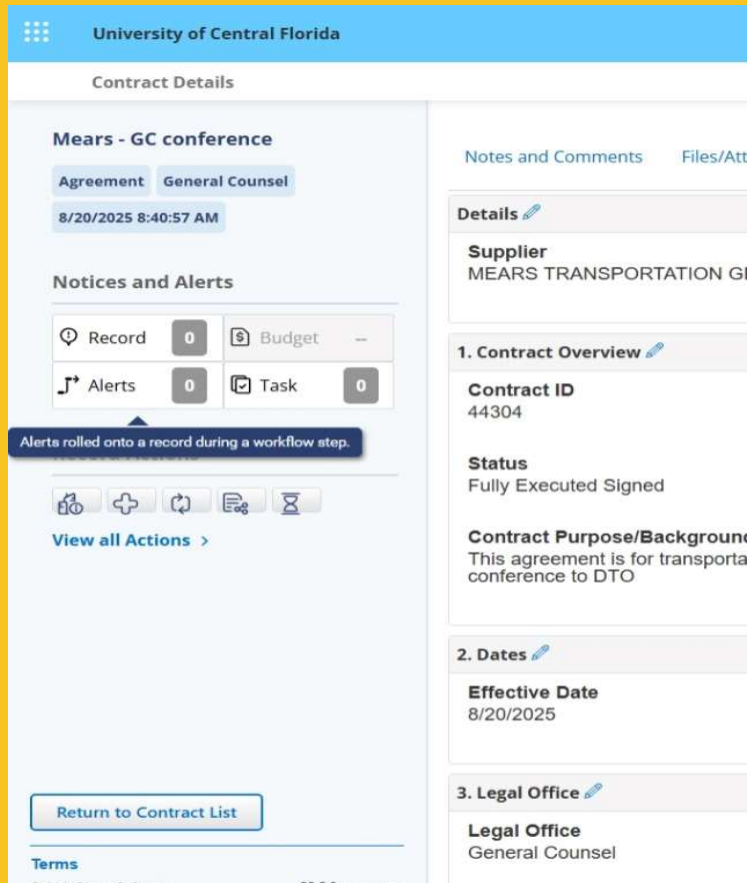
New Features in Cobblestone Version 22.5



New Record Interface in Version 22.5

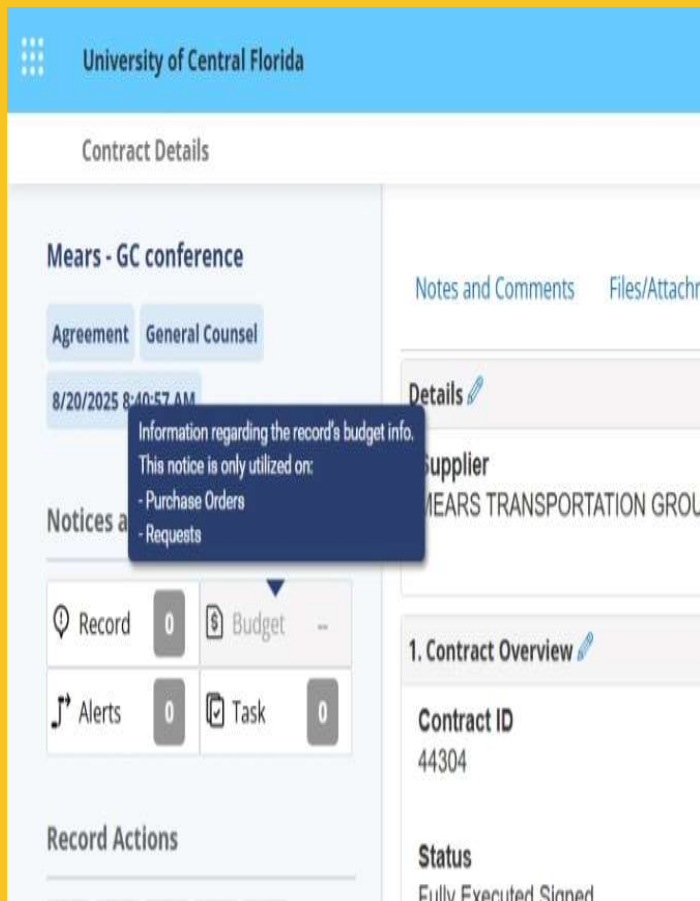


- Introducing a refreshed and modernized record view.
- Enhanced functionality integrated directly within records.
- Alerts now appear seamlessly during workflow steps.
- Alerts are embedded into records for better visibility.



Alerts

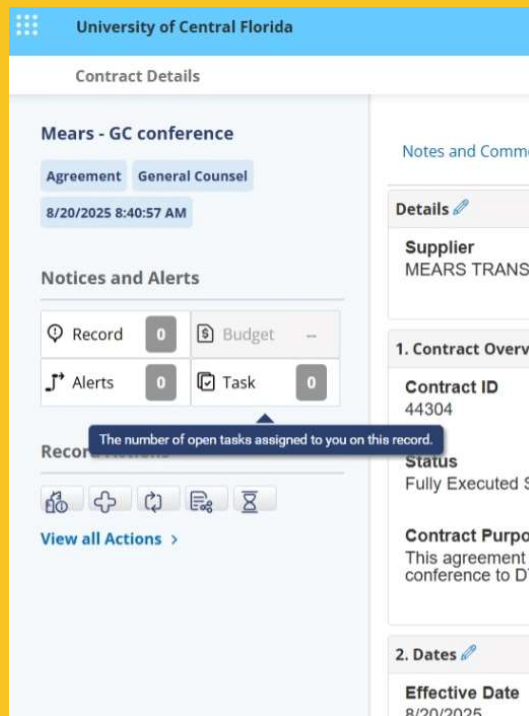
- This button displays all alerts linked to a record during a workflow step, providing a complete view of notifications for the contract at its current stage.



Budget Feature Status

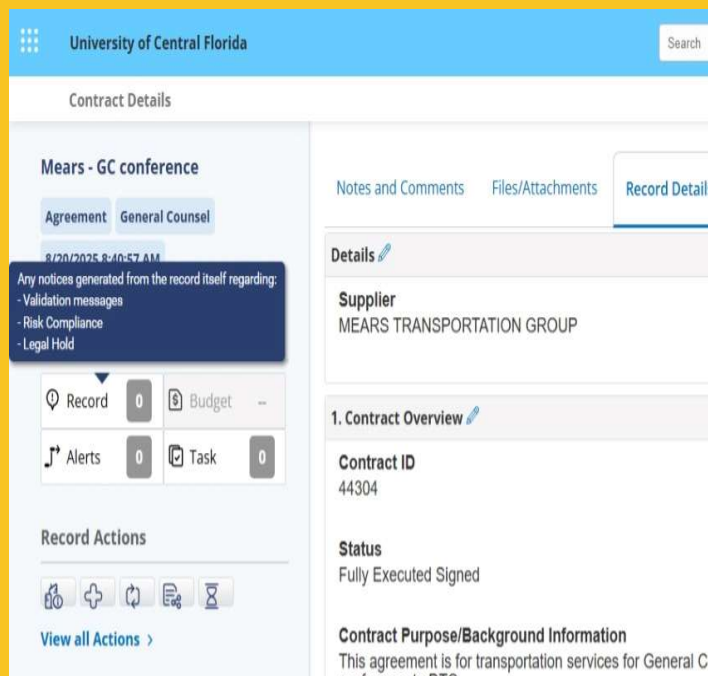
- The Budget feature is currently not included in the school's license.
- No action is required from users regarding this feature at this time.
- Future updates may include Budget features as licensing evolves.
- Users should continue managing budgets through existing approved methods.

Understanding Your Open Tasks



- Open tasks represent actionable items assigned to you in this record.
- Timely completion ensures smooth contract management process.
- Tasks appear within the task dashboard for easy access.

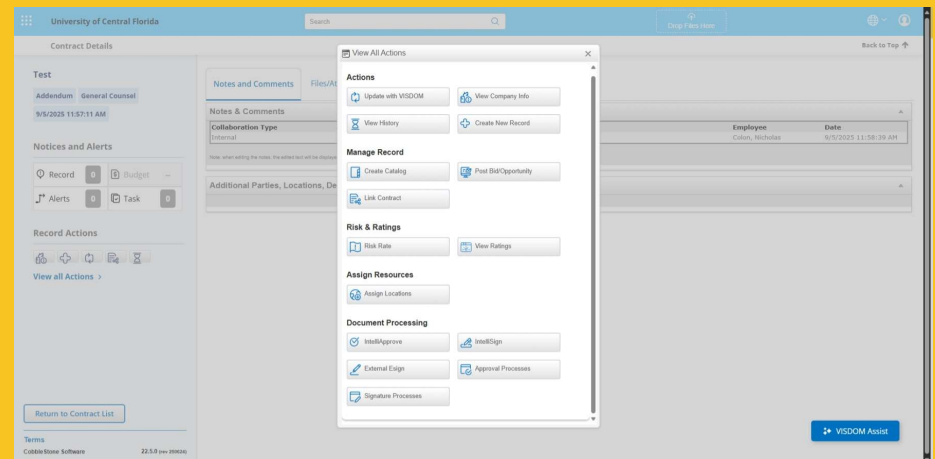
Understanding Record Notices



- Records generate notices related to validation messages automatically.
- Risk compliance alerts are included within the record notifications.
- Legal hold notices ensure records are preserved when required.

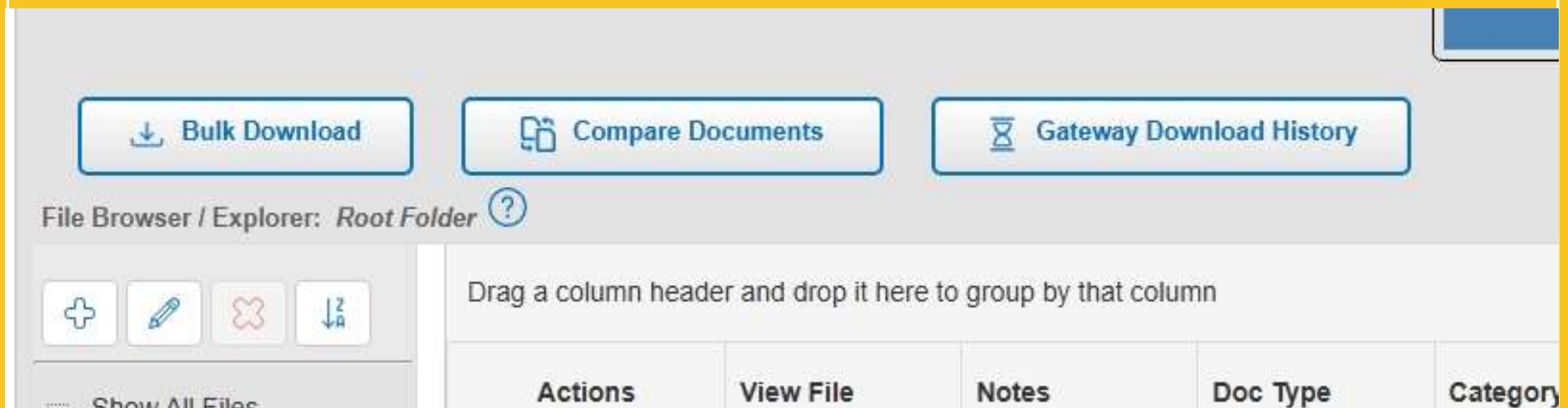
Exploring All Actions in Contract Management

- View detailed company information linked to the contract record.
- Access the full history of actions taken on the contract record.
- Create new contract records directly within the system interface.
- Link existing contracts to the current record for comprehensive management.
- Track document progress through the signature process efficiently.

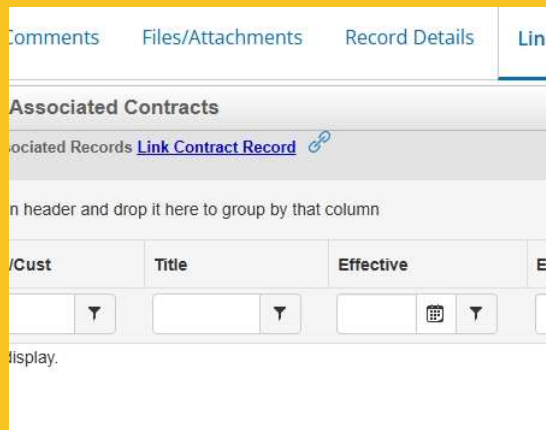


Bulk Download, Document Comparison, and Gateway Download History

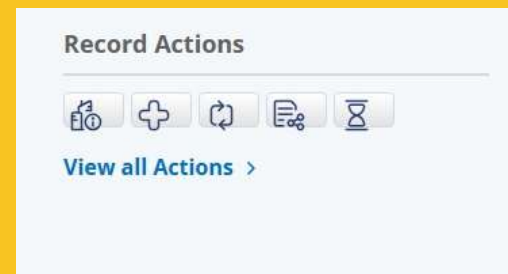
- Bulk download enables downloading all attachments in a record simultaneously.
- Document comparison displays the most recent agreement alongside the prior version.
- Gateway download history tracks all users who have downloaded attachments.



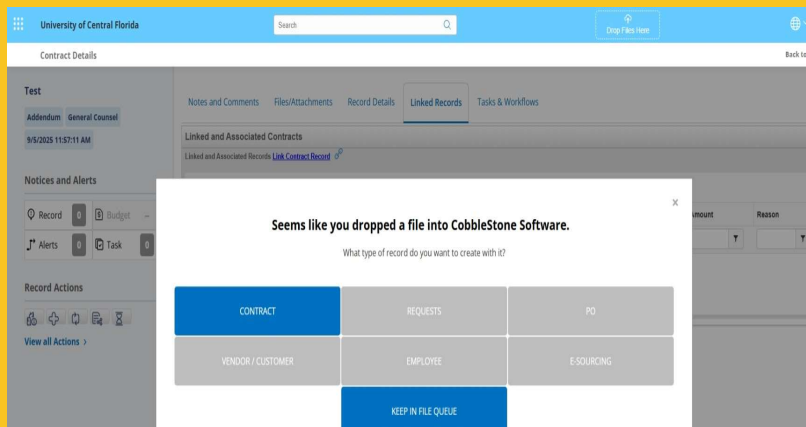
Multiple Ways to Link an Agreement



- Link agreements under 'Linked Records' within the record view.
- Access 'View All Actions' on the left side to link agreements.
- Use 'Record Actions' menu to associate agreements efficiently.
- Each method provides flexibility to manage contract relationships.



Streamlined Contract Addition with Drag-and-Drop



- Easily add contracts using the drag-and-drop feature at the top of the screen.
- Supports multiple file uploads simultaneously for efficiency.
- Improves user experience by simplifying the contract submission process.



Select your preferred agreement type and ensure you choose the option to exclude Visdom.



Drag And Drop With File

Extracted text from file: Download File

Preview

Clauses

Additional Views

Groome Transportation - Contr...

CONTRACTUAL MODIFICATION
UNIVERSITY OF CENTRAL FLORIDA
BOARD OF TRUSTEES
AND
GROOME TRANSPORTATION

This modification (the "Modification") is made effective as of August 22, 2022 (the "Effective Date") to that certain Contractual Agreement for ITN# 1802MCSA between University of Central Florida Board of Trustees ("UCF") and Groome Transportation, LLC ("Groome"), made effective August 5, 2019, as amended by Contract Modification dated January 1, 2021 (the "Agreement"). Capitalized terms used herein shall have the same meanings ascribed thereto in the Agreement except as may be otherwise defined herein. UCF and Groome desire to alter the some of the financial components of the Agreement to accommodate an increase in drive-pay rates.

1. Hourly Rate: The Hourly Rate provisions shall be modified in Attachment "A" of the Agreement to provide for the following billable hourly rates, which are exclusive of fuel:

Year 1	Year 2	Year 3 (effective 8/22/22)	Year 4	Year 5
\$56.15	\$57.27	\$63.75	\$66.30	\$68.62

Year 6	Year 7	Year 8	Year 9	Year 10
\$70.68	\$72.45	\$74.26	\$75.75	\$77.27

2. Annual Service Hours: The Annual Service Hours provisions shall be modified in Attachment "A" of the Agreement.

A. Base hours reduced from 140,000 to 128,300. UCF and Groome agree that the annual hours can decrease up to 9% (11,547 hours) without an hourly rate increase.

B. If the reduced hours exceed 9% (11,547 hours) of the new base hours of 128,300, the hourly rate will be increased as follows from the date of the reduction. The rate will revert to normal annual contracted rates if the service hours return to a level within the allowable base contract range.:

Details

*Is this a Procurement Contract?

-- Select One --

1. Contract Overview

Contract ID

*Contract Title

*Contract Type

Status

Current Contract Reviewer

*Contract Purpose/Background Information

2. Dates

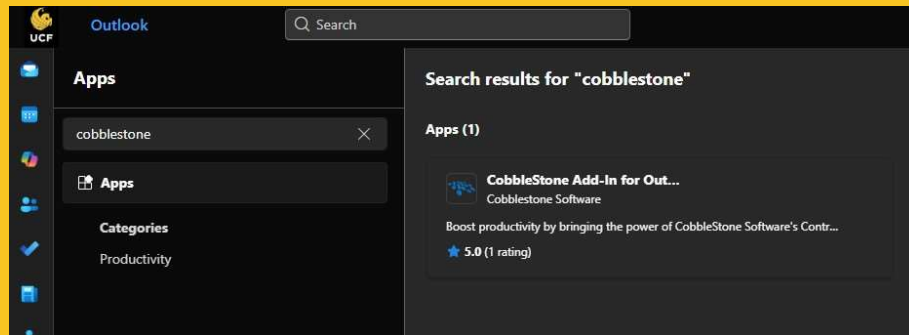
Effective Date

Expiration Date

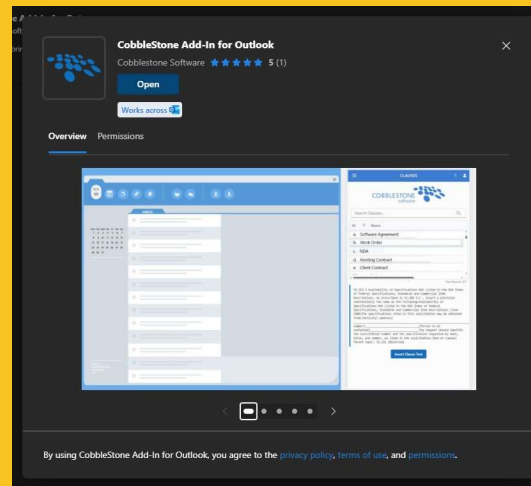
3. Legal Office

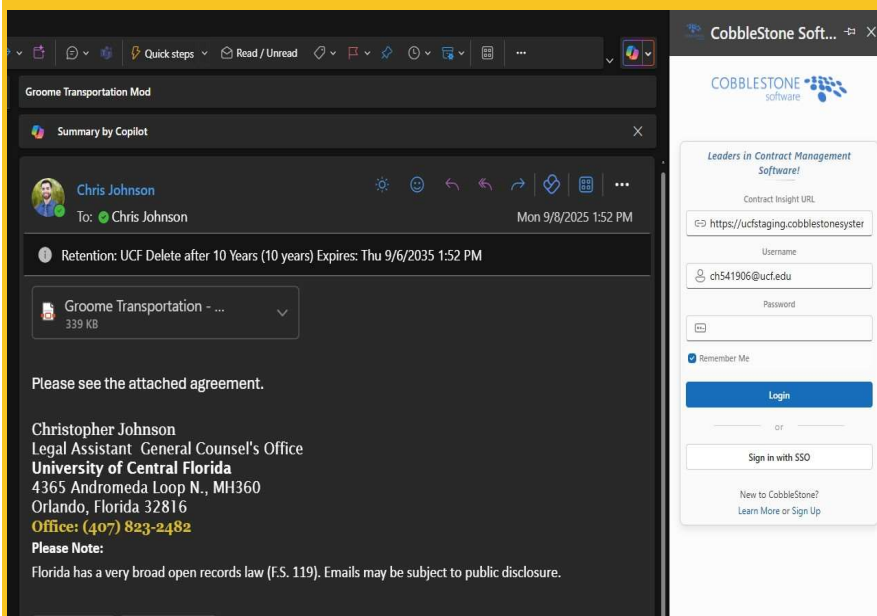
Confidentiality Message.
All actions performed in this system will be logged for auditing purposes.

Cobblestone Add-In Support for Outlook



- Submit contracts directly through Outlook using the Cobblestone add-in.
- Streamlines contract submission without switching between applications.
- Enhances user experience by simplifying the submission process.





CobbleStone Software

Leaders in Contract Management Software!

Contract Insight URL
<https://ucfstaging.cobblestonesystem...>

Username
ch541906@ucf.edu

Password

☒ Remember Me

Login

or

Sign in with SSO

New to CobbleStone?
Learn More or Sign Up



CobbleStone Software

Contracts

ucf.edu

Quick Filter...

ID	Title
559	CobbleStone Systems Contra...
590	Notice and Consent Agree...
592	CarahSoft ServiceNow State...
598	ECs-Florida, LLC Agreement
609	Chris Mosier Appearance Agr...
610	Trinity Preparatory School Du...
619	Iron Mountain Offsite Storage...
620	Renewal - Microsoft Premier ...
622	Taylor and Francis Library Lice...
623	Addendum to Taylor and Fran...
624	AEPhi Greek Housing Lease
625	Tusculum Country Club Benq...
626	Agreement for Access and Use...
627	Sungard Recovery Services S...
628	Microsoft \$ Day Extension Let...
629	SHI Permission forms for Soft...
630	BAA / DLT Solutions for purch...
632	Christi Rich, LLC Standard Co...
633	Letter of Agency -
639	Puff'n Stuff Catering for Exce...
641	Florida FFA Leadership Trainin...
642	Bebe Rexha Music Artist Agre...

Attach Email

Create Contract

Update Contract



CobbleStone Software

Contracts

Type

Details

Attachments

Is this a Procurement Contract?

Contract Requestor

Workday Contract Number

If you selected yes to the question above select Yes. If no select No.

kNext Update

1. Contract Overview

3. Legal Office

4. Requestor Overview

5. Financial & Supplier Overview

2. Dates

10. Do Not Use

6b. Departmental Approvals

6a. President & Vice President Approvals

7. Record Info

Back

Continue