UNL Contract System

INFORMATION RELATED TO CONTRACT ENTRY FOR UNL DEPARTMENTS REQUIRED FOR LB429 REPORTING
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WHAT IS LB429?

Nebraska Legislative Bill (LB) 429 recently amended Nebraska law to require all state agencies, including the University of Nebraska, to provide the Nebraska Department of Administrative Services a copy of “each contract or subcontract that is a basis for an expenditure of state funds, including any documents incorporated by reference in the contract or subcontract” as of January 1, 2014. The Department of Administrative Services is required to “publish such contracts and subcontracts on the department’s web site in a format that is searchable by vendor, by agency, board, commission, or department, and by dollar amount.” (Neb. Rev. Stat. §84-602.02 (3) (2013 Supp)).

The public website is to be available by the State of Nebraska by July 1, 2014.

WHAT IS A CONTRACT

A contract for purposes of LB429 is any document, accepted by both parties with 2 signatures, creating obligations enforceable by law, including amendments and documents incorporated by reference that will lead to the expenditure of State funds.

WHAT ARE STATE FUNDS?

State funds are defined as any held and disbursed by the State Treasurer, regardless of the original source. In other words, contracts leading to expenditures funded from revolving, auxiliary, federal, private and trust funds are reportable under LB429.
ACCESSING THE CONTRACT MANAGEMENT TOOL

1. Go to the Procurement Website: http://procurement.unl.edu/LB429
2. Click on **LOG IN**

LOGGING INTO CONTRACT MANAGEMENT TOOL

Each user of the system must be activated before they will be able to access and upload contracts into the system. All users must be active employees of the University of Nebraska.

User Name: **NU ID #**

Password: **same as your TRUE YOU password (Firefly)**

DIVISION

Upon logging into the system you will land on the home page which will provide general information about the system as well as your Division.

Your agency should appear as University of Nebraska. Your Division will appear as “UNL” if you have not been assigned to a college/subprogram. Each user will be able to see the contact of all contracts in their Division, whether entered by them or another user.

<table>
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<th>Nebraska Contract System</th>
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<td>This application allows you to save to the database all information about contracts as well as contract documents themselves. These contracts will then be published at the date of Nebraska contract system, to appear on the public facing web site mandated by AR 320.</td>
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<tr>
<td>Agency</td>
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<tr>
<td>University of Nebraska</td>
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<td>To add a contract to the system, click the Add Contract link above.</td>
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ENTERING A CONTRACT

1. Click on **Add Contract** in the top ribbon
2. Enter the Details for your Contract into the appropriate fields, these fields are required to be submitted to the State for each contract.

   a. **Vendor Name** - Name of the Vendor providing goods or services to the University

   b. **Amount** - The dollar amount of this contract.
      i. If a specific dollar amount is not defined in the contract an estimate or Not to Exceed (NTE) amount should be entered here.

   c. **Contract Begin Date** - The start date of the contract
      i. **NOTE:** this date may be before January 1, 2014

   d. **Contract End Date** - The end date of the contract
      i. This field is not required in the system, however nearly all contracts have a specified time frame/end date.
      ii. Use the Contracts Current Term End date. **IE:** If the contract has renewal options that have not been executed then only use the end date of the active term.
e. **Excluded From Upload** - While not common, this field can be used to indicate a contract should NOT be sent to the State of Nebraska.
   
   i. **Why is this field available?** If you would like to enter and track all contracts in the system you may do so, even though the State does not require reporting of all contracts.

f. Click **Create** when all data has been entered

g. The System will display all contract Information previously entered, note that your Contract Details have been assigned a Contract Document Number, this number may be needed later to edit information or upload contracts:

![Contract Details](image)

h. Note the **Edit** link at the bottom will allow you to edit contract details. Once editing has been completed, click “SAVE” to update information.

### ADDING A DOCUMENT TO CONTRACT

1. To add a Document to a Contract Immediately After Enter the Contract Details:
   
   a. Click on **Documents** link below the Contract Details
   
   b. Click **Add New** to upload a new contract
   
   c. **Document Identifier** - Provide a name for the document you are uploading
      
      i. Most common name is “Contract”, but you can provide any descriptive name
   
   d. **Is this a supporting document?** - Check this box if the document you are uploading is not the actual contract, but a supporting document
      
      i. Examples of supporting documents can include, but are not limited to: Addendums, Renewal Letters, Any document referenced in the contract, exhibits
   
   e. **Upload File** - Click **Browse** to locate the file on your computer.

   f. Once complete, click **Create**
   
   g. Your Document has not been associated with the Contract Details

2. If you are accessing the system at a later date and time to upload the Contract:
   
   a. Click on **Contract List** in the top ribbon
b. Click on **Documents** link to the right of the appropriate contract
   a. Note that the documents column will highlight any contract with zero attachments, we are required to provide attachments for each contract details

c. Follow Steps 1.b – 1.g above

**RENEWING, AMMENDING, CHANGING CONTRACT**

If a contract has been updated, changed, amended, or renewed do not create a new record in the Contract System. Instead edit the existing contract details.

Below are some examples of changes that may occur to a contract and associated fields that could require updates, this is not a complete list and any information that is changed should be updated:

- Renewals
  - end date, Total $ Amount, and upload the renewal document
- Amendments
  - update any appropriate fields and upload the amendment document

**EDIT EXISTING CONTRACT DETAILS**

1. Click on **Contract List** in the top ribbon
2. Location your contract
   a. NOTE: You can sort any of the contract detail fields by clicking on the column’s title.
3. Click **Edit** to the right of the contract
4. Update the appropriate fields
5. Click **Save**

**ADDING A NEW ATTACHMENT**

1. Click on **Contract List** in the top ribbon
2. Location your contract
   a. NOTE: You can sort any of the contract detail fields by clicking on the column’s title.
3. Click **Documents** to the right of the contract
4. Click **Add New**
5. Update the appropriate Fields
6. Upload the new document
7. Click **Save**
DELETING
There is not the ability to delete contract details or an attachment/document in the system. However, if you entered a contract or its attachments by mistake you can replace the existing information with a new contract and/or documents, which will override the data available on the State’s website. See Edit Existing Contract Details.

SEARCHING FOR CONTRACT
There are multiple ways to search for a contract already entered in the system:

Access current contracts by clicking on in the top ribbon.

1. Sorting: By clicking any of the column headers in the contract list once will sort ascending (A-Z), a second click will sort descending (Z-A)
2. Filtering: By clicking on in the column header you will be able to enter text or information to filter the contract list.
   a. Select a type: Equals, Contains, Starts with, Ends with
   b. Enter your search criteria
   c. Click Apply
   d. To clear the filter click on in the top ribbon

REDACTING INFORMATION
In some situations redacting information from a contract is necessary. This should be done outside of the Contract System. The final version of the contract document that will be reported to the State of Nebraska should be the document that is uploaded.

SIGNATURES
All signatures should be redacted from executed contracts prior to uploading them into the Contract System. However, a printed or typed name of the individual that signed the contract must be visible on the document.

USING ADOBE PRO XI TO REDACT
1. Open your pdf file using Acrobat Pro XI
2. In the upper right hand corner click on
3. A menu of options will open on the right side
4. Click on
5. Click on
6. A prompt will appear with instructions on how to finalize the redaction process. If you do not want to show this each time click on Do Not Show Again. Click
7. Locate Signatures and any other information that needs to be redacted in the document.
8. Click and drag, creating a red box around the area that will be redacted. Make sure the printed names still appear
9. Once all redacted sections have been selected click on in the right side panel.
10. You will be prompted with a confirmation screen asking if you are sure you want to permanently remove all selected content, click [OK].

11. A prompt will appear asking if you would also like to find and remove hidden information in the document. To automatically do this each time without having to select check the box for [Always perform the selected action]. Click [Yes].

12. In the top ribbon, click on [Save] to save the document. It will automatically be saved with the original file name followed by “_Redacted”.

13. Select a location to save your file.

14. Upload the redacted version into the contract system.

**If you do not have Adobe Acrobat Pro XI:**

The product is available in eSHOP through the UNL Software catalog for $30 annually (Sept – Aug). The part # is 133585.

**SUPPORT CONTACT INFORMATION**

Questions Related to whether or not a contract should be included:

- Gary Kraft, Director Procurement Services
  - Gary.kraft@unl.edu

Questions related to Contracts or the Contract Process:

- Julie Dexter, Contract Specialist
  - Julie.dexter@unl.edu

Questions related to using the Contract System or adding users:

- Sarah Rowe
  - Sarah.rowe@unl.edu
Dear Supplier,

Nebraska Legislative Bill (LB) 429 recently amended Nebraska law to require all state agencies, including the University of Nebraska, to provide the Nebraska Department of Administrative Services a copy of “each contract or subcontract that is a basis for an expenditure of state funds, including any documents incorporated by reference in the contract or subcontract” as of January 1, 2014. The Department of Administrative Services is required to “publish such contracts and subcontracts on the department’s web site in a format that is searchable by vendor, by agency, board, commission, or department, and by dollar amount.” (Neb. Rev. Stat. §84-602.02 (3) (2013 Supp)).

All agreements entered into by the University of Nebraska are considered public records (Neb. Rev. Stat. § 84-712 (Reissue 2008)). Certain categories of records, however, may be withheld from the public, including "(t)rade secrets, academic and scientific research work in progress and unpublished, and other proprietary or commercial information which would give advantage to business competitors and serve no public purpose if released.” (Neb. Rev. Stat. § 84-712.05(3) (Reissue 2008)).

The Nebraska Attorney General provided guidance on this category of records in Op. Att'y Gen. No. 92068 (May 7, 1992). In this opinion, the Attorney General concluded that: (a) Section 84-712.05(3) does not impose any requirement of "substantial" competitive injury or advantage to make the exception from disclosure available, (b) a bare assertion by the provider of commercial information that such information is confidential is insufficient to justify nondisclosure, and (c) nondisclosure must be based upon a showing that a specified competitor may gain a demonstrated advantage by disclosure rather than a mere assertion that some unknown business competitor may gain some unspecified advantage.

The University may withhold proprietary or commercial information under Neb. Rev. Stat. § 84-712.05(3) from contracts, subcontracts and documents it is required to provide the Department of Administrative Services pursuant to LB 429. However, the duty to identify and justify withholding such information in an agreement is upon the “provider of the commercial information,” i.e. the supplier. Accordingly, it is the sole responsibility of the supplier to notify the University of any requested redactions to such contracts, subcontracts and documents under Neb. Rev. Stat. 84-712.05(3), following the guidance of the Nebraska Attorney General provided above, at the time of execution. Vendors should also diligently review their active contracts, subcontracts and related documents entered into prior to January 1, 2014, for such information and notify the University of any requested redactions in a timely manner. Suppliers are responsible for all legal and administrative costs related to identifying and justifying the withholding of such information. In the event that the University does not receive such notification from the supplier, the University may provide the entire agreement to the Department of Administrative Services for publication on its website.

We want to thank you for your continued interest in the University of Nebraska.