CobbleStone Systems

ContractInsight

Enterprise Contract Management Software

The Ultimate Web-based Contract Management Solution

INVITATION TO NEGOTIATE (ITN) NUMBER 1307CCSA
for
Contract Management Database

Prepared For:	University of Central Florida
Attention:	Christine Tangel
Prepared by:	CobbleStone Systems Corp. Bradford Jones 1 International Plaza Philadelphia, PA 19113 Tel. 866-330-0056 ext. 107 Federal GSA Contract Number: W9124D08P1081/GS-35f-0186w

CobbleStone Systems

February 6, 2014

Confidential Detailed Proposal

Dear Christine Tangel and University of Central Florida ITN Review Team,

Thank you for contacting CobbleStone Systems Corp. and inviting us to present a response to your organization's RFI for Contract Insight Enterprise Contract Management Software. It is a pleasure to present the following ITN response for Contract Insight that includes; Contract Tracking, e-mail alerts, calendaring, authoring/writing, workflow tasks, security, document management, eSignature, scanning, searching and reporting.

CobbleStone has been providing contract management solutions since 1995 and has years of client feedback and industry knowledge and is a Federal GSA Contractor. CobbleStone is trusted by over 500 clients and thousands of users.

Contract Insight is a great addition to an organization's needs and offers: contract tracking, user-defined fields, custom reports, e-mail alerts, tasks and checklists, security, document scanning and management, workflow, financials, searching, full text indexing, web platform, web calendaring, and more. We feel that our expertise and product may be a good match for your requirements and look forward to present our system to you and your team. Please contact me if there are any questions or if you would like to proceed. We look forward to working with you and your team.

Sincerely,

Bradford Jones
CobbleStone Systems Corp.—Leaders in Contract Software!
tel. 866-330-0056 ext. 107
fax. 609-482-8023
bljones@cobblestonesystems.com

Table of Contents

Purpose

The purpose of this response is to provide formal responses your organization's ITN for a contract management software solution. This document and the attached files provides as summary information on the features of Contract Insight Enterprise Contract Management Software by CobbleStone Systems Corp.

A. Experience and Qualifications of Proposer

1. Provide an overview/history of your company, and its' experience in providing database development, implementation and maintenance services similar in scope to those requested in section 1.1. in this ITN.

CobbleStone Systems Corp. is a best-of breed leader with providing contract database development, implementation and maintenance services since 1995 and has years of client feedback and industry knowledge. CobbleStone has over 500 clients from as large as Bank of America, Eastern Bank, Valley National Bank, Hyatt Hotels, Red Roof Inns, State of Colorado, Atlanta Public Schools Systems, San Diego County, to smaller organizations, and many more. CobbleStone Systems provides Contract Management Software Solutions to higher education clients including: James Madison University, University of Oklahoma, Texas Christian University, University of New England, Jackson State University, Radford University, University of Mary Washington, Bellevue College, Medical College of Wisconsin, Project Management Institute, MIT Lincoln Labs, Texas Wesleyan University, Georgia Highlands College, Temple University Hospital, Connections Academy, Northwestern University Qatar and many more. CobbleStone is United States Federal Contractor on the GSA Schedule; contract number: GS-35f-0186W, is rated by Dunn & Bradstreet Gartner and the Better Business Bureau.

CobbleStone's flagship product is Contract Insight Enterprise. Based on summary of our clients' feedback, Contract Insight Enterprise is a "great addition to an organization's needs". It is a robust system that offers: full contract management, tracking, drafting and templates with merging fields, eApproval and eSignature capabilities, procurement/solicitation management, unlimited user-defined fields, custom reports, e-mail alerts, tasks/notifications alerts, checklists, security, document scanning and management, workflow, financials, searching, full text indexing, web platform, web calendaring, and many more.

Currently, CobbleStone Systems' clients range in size from very small organizations with 3-5 employees to very large organizations with thousands of users. Our largest deployment to date is the State of Colorado, with 116 Agencies and Sub-agencies accessing and operating the system, with over 1,110 users.

CobbleStone Systems Corporation is a member of and contributes to leading industry organizations such as the Association of Corporate Council, Credit Union Executives Society, Project Management Institute, New Jersey Technology Council, United States General Services Association, National Contract Management Association, and is an accredited business of the Better Business Bureau.

CobbleStone Corporate Mission & Values:

CobbleStone's mission is to provide the most advanced, cost-effective, and user-friendly committal management software applications that enable knowledge workers to do their best work.

- We will attempt to go above and beyond the expectations of each other and our clients.
- We take a pledge to respect our clients, our co-workers, our environment, and ourselves.
- We will strive to be successful by exemplifying sincerity, personal integrity, humility, courtesy, wisdom and charity.

*Software Products Offered**

Contract & Committal Management
Drafting and Authoring
Full Contract Management Compliance & Reporting
Financial Management
Task & Event Management
Strategic Planning
Document Management
Enterprise Content Management
Vendor & Customer Management
Ratings & Scorecards
Document management
Procurement, Acquisition & Solicitation Management
Feasibility Assessment
Vendor/Client Collaboration
Workflow & Process Management
Workflow Optimization
Risk Management
Identification, Assessment & Prioritization

Vendor & Customer Software
Document Management Software
Task & Event Management Software
Software for Business
Procurement & Acquisition Software
Workflow & Process Software
Contract & Committal Software

*full features can be found at:
http://cobblestonesystems.com/Compare_Versions.aspx

Professional Services Offered

- **Needs Assessment, Project Management, & System Consultation**
- **System Installation & Integration**
- **Application Configuration & Development**
- **Software Engineering**
- **Data Migration & Archiving**
- **Data Processing & Hosting**
- **Training, Help Desk & End-User Support**

DUNS #:	125351192
U.S. Federal CAGE #:	57HR0
U.S. Federal Contractor Schedule 70 #:	GS-35F-0186W
GSA SINS:	132.32; 132.33; 132.34; 132.50; 132.51
NAICS Codes:	511210 – Software Publishers 518210 – Data Processing, Hosting & Related Services
SIC Codes:	7371 – Computer Programming Services 7372 – Prepackaged Software
Company Type:	Private S-Corporation
Technology Focus/License Models:	Microsoft DNA (ASP.NET C#, Microsoft SQL Database, Web Services) Deployed and SaaS Licenses Offers: Either Named Users or Concurrent Users
Offices:	CobbleStone Systems Corp. 1 International Plaza Philadelphia, PA 19113 U.S.A CobbleStone Systems Corp. 114 E Clements Bride Rd Runnemede, NJ 08078 U.S.A Four Business Solutions 4Business Suite 3rd Floor, 14 Hanover Street Mayfair, London W1S 1YH United Kingdom

2. The proposer shall provide a complete list of current or very recent client accounts that being maintained that are utilizing their product preferably in a university setting or similar environment. Client account information shall include contact name, address, phone number, length of service.

CobbleStone has over 500 clients from as large as Bank of America, Eastern Bank, Valley National Bank, Hyatt Hotels, Red Roof Inns, State of Colorado, Atlanta Public Schools Systems, San Diego County, to smaller organizations, and many more. CobbleStone Systems provides Contract Management Software Solutions to higher education clients including: James Madison University, University of Oklahoma, Texas Christian University, University of New England, Jackson State University, Radford University, University of Mary Washington, Bellevue College, Medical College of Wisconsin, Project Management Institute, MIT Lincoln Labs, Texas Wesleyan University, Georgia Highlands College, Temple University Hospital, Connections Academy, Northwestern University Qatar and many more.

CobbleStone References (more available upon request)

James Madison University
Charlie Newman
newmancg@jmu.edu
540-568-4160
Harrisonburg, VA
Deployed

MIT Lincoln Laboratory
Mark Fortunato
mfortunato@ll.mit.edu
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Lexington, MA
Deployed

The Project Management Institute PMI
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Newton Square, PA
Deployed

Temple University Health System
Kanchana Perera
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Deployed

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Hosted

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Deployed

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Hosted

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Hosted

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Deployed

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Norman, OK
Hosted

Radford University
Albert S. Mah
amah@Radford.edu
(540) 831-2470
Radford, VA
Deployed

more references available upon request

3. Please provide a list of client accounts lost through early termination or non-renewal over the past five (5) years. Include contact name and phone number, length of service at each account, and reason for loss.

CobbleStone Systems has an impressive 98% year over year client retention rate. Unfortunately, CobbleStone current and past client information is held highly confidential. Below are 3 CobbleStone clients that did not renew their contracts.

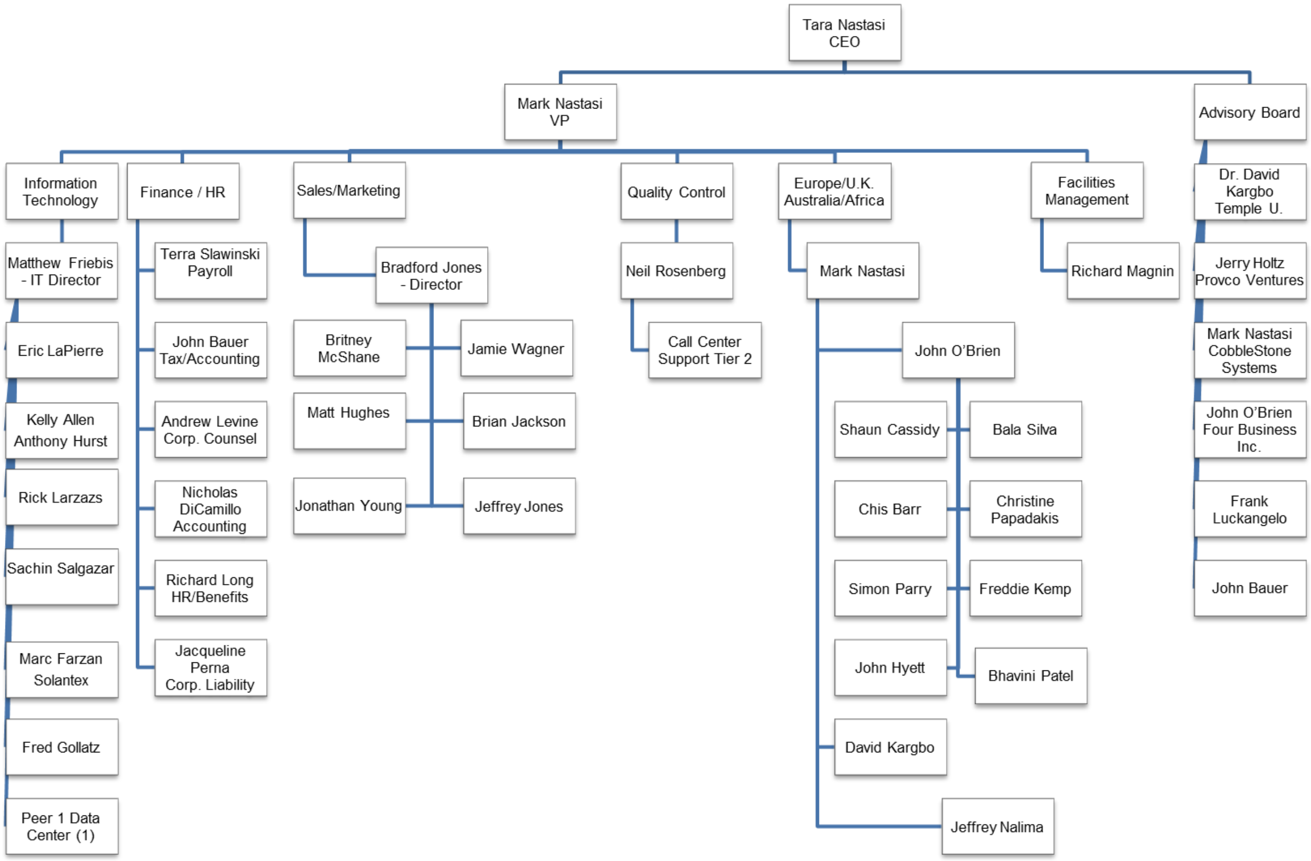
Archstone
Shannon Amundson, Sourcing Manager
Englewood CO
(720) 895-1543
samundson@archstonemail.com
Selected CobbleStone in 2006
Archstone was acquired in 2013 and chose not to renew Contract Insight.

City of Orlando, FL
Roger Cooper, Procurement Manager
Orlando, FL
(407) 246-2364

roger.cooper@cityoforlando.net
Selected CobbleStone in 2009
The City of Orlando had major budget cuts in 2010 and had to cancel Contract Insight.

Anoka County
Lindsey Felgate, Purchasing Manager
(763) 323-5417
Lindsey.Felgate@co.anoka.mn.us
Anoka County, MN
Anoka County purchased Contract Insight in 2011 but did not have the internal resources available to implement the system.

4. The Proposer will provide a chart of the company's organization and a description of its corporate structure. Also provide the company's chain of ownership up its ultimate parent corporation, and all subsidiaries



B. PROJECT STAFF QUALIFICATIONS/EXPERIENCE

1. **List the total number of employees, include job titles and experience of individual(s) who will be assigned to the UCF account; include resume(s).**

Key Personnel:	Experience:	Functional Responsibility:
Bradford Jones, Account Manager, CobbleStone Systems	4 Years of CobbleStone Support and Implementation Experience	To ensure system is delivered in a timely matter. Manage pre and post implementation account support.
Matthew Friebis, IT Director, CobbleStone Systems	7 Years of Development and, Installation, and Implementation Experience	To ensure system is delivered and installed properly. Manage IT related tasks.
Kelly Allen, Training and Implementation Specialist	4 Years of leading CobbleStone training and implementation projects.	To ensure Admin Users and End Users are trained appropriately and coordinate implementation/configuration sessions.
Mark Nastasi, Vice President	17 Years of managing CobbleStone implementations.	Support pre and post account management. Support IT related tasks.
UCF IT Personnel (on-premise system)	n/a	To work with CobbleStone IT Director to ensure system is installed properly on UCF Servers.
UCF Admin Users	n/a	To work with CobbleStone implementation team to provide business requirements and configuration.

2. **Clearly identify the skill sets your staff is capable of providing, and clearly indicate if subcontractors or sub-consultants will be used.**

Bradford Jones – Account Manager

Provides pre and post-sales support, prepares proposals and bids, plans and negotiates project scope agreements, monitors and controls project budgets, supports system configuration projects, and assists with business development.

Kelly Allen - Training and Implementation Specialist

Leads training and implementation services. Supports requirements gathering, project plan management, system configuration services, workflow modeling, data import services and user acceptance testing.

Mark Nastasi – Vice President and Operations Officer

- Responsible for the software and product business development
- Oversees the technical sales operations and software division
- Establishes business development alliances and relationships; Evaluates and establishes vendors and suppliers
- Project Management – Responsible for the project life-cycle; hiring, organizing, and leading large software development projects including contract negotiation, time management, forecasts, planning, and goal setting
- Resource Planning, Budgeting, Set, Fiscal and Corporate Policies
- Responsible for divisional profitability, corporate profitability
- Responsible for contract creation, negotiation, and administration
- Responsible for costing and pricing activities including financial analysis of key forecasts and cash analysis
- Provides clear direction for staff

Professional Organizations

- Member of Eastern Technology Council (PANMA)
- Member of Philadelphia Chamber of Commerce
- Microsoft Certified Professional
- Drexel University Alumni
- Rutgers University Alumni
- Member of National Contract Management Association

Publications

- Web-Enabled Contract Management Systems, Contract Management Magazine, March 2002
- Reaping the Benefits of a Web-Based Accounting System, Century Business Services, August 2001.
- Utilizing Web-Enabled Contract Management Systems, Contractor Magazine.
- The Benefits of Web-Enabled Contract Management Systems, Entrepreneur.com, January 2002

Matthew Friebis – Senior .NET Architect and Director of IT

Matthew has nine years of experience in the IT industry including design, development, implementation and support at customer sites throughout the United States. He has an extensive background in development of Internet applications. He is highly motivated, strong communication and interpersonal skills and works well in a team environment. Matthew is the Senior .Net Web Architect & Director of IT at CobbleStone Systems.

CobbleStone does not anticipate the need to include subcontractors for the Contract Insight Enterprise implementation.

C. OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/PROJECT APPROACH

1. **Demonstrate an understanding of the requirements for the contract database management system needed for the co-operative efforts of the University of Central Florida departments under this contract.**

Requirements/Responses:

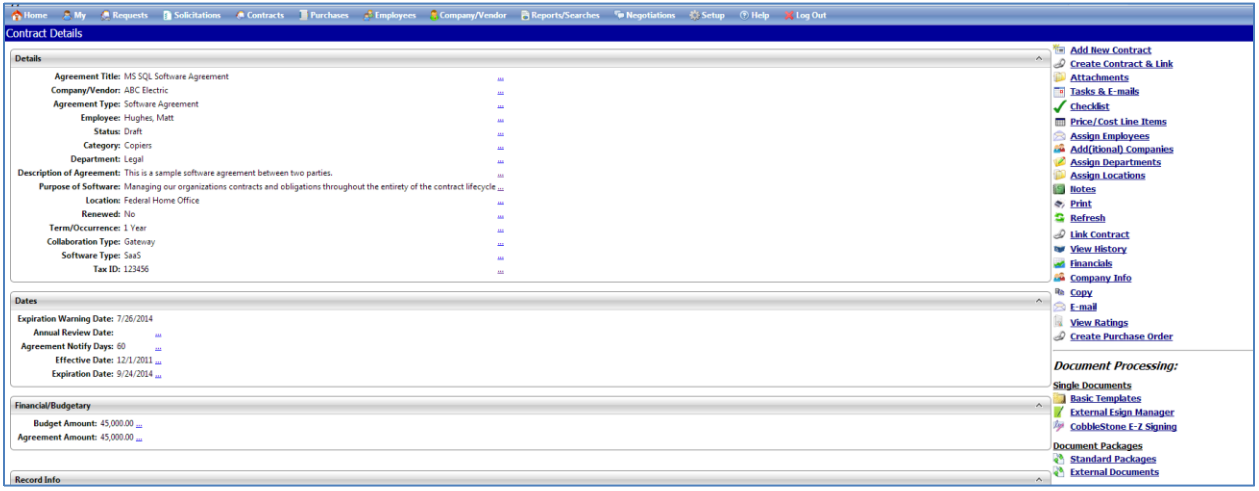
CobbleStone is a leader in providing enterprise contract management software that helps organizations better manage all contracts, committals and obligations. CobbleStone's software provides a commercial off-the-shelf licensed software product to manage the contract and obligation life cycle including contracts, tasks, milestone, and other committals. Contract Insight Enterprise is a great addition to an organization's needs and offers: task and workflow tracking, document template management with Microsoft Word integration, eApproval and eSignature capabilities, procurement and solicitation management, user-defined fields, custom reports, e-mail alerts, tasks and checklists, security, document scanning and management, workflow, financials, quick and field-level searching, full text indexing, web platform, web calendaring, and more.

Functional Requirements/ Responses

Central Repository for Managing Contracts

Contract Insight Enterprise enables organizations to track via a robust web-based solution an unlimited number of contracts, committals and obligations. Authorized users can track contracts by type, users, department, pricing levels, and the system supports unlimited user-configurable fields, any of which can be used to track, search or report on contracts. Users can track workflow tasks with e-mail alerts, securely attach files/documents with versioning, negotiate online with vendors/clients, rate and score vendors/clients, link to master/sub agreements, collaborate with colleagues, assign classifications (department, type, status, etc.), identify all assigned users/employees, identify all assigned vendors/customers (third parties) , identify any associated locations/business units, track milestone dates , manage checklist/To-Do items, link to related contracts, create user-definable fields, maintain Price/Cost Schedules with full Audit Trail tracking (Who, What, Where, When) .

Sample Contract Record Screen Below



Contract Details

Details

Agreement Title: MS SQL Software Agreement
Company/Vendor: ABC Electric
Agreement Type: Software Agreement
Employee: Hughes, Matt
Status: Draft
Category: Copiers
Department: Legal
Description of Agreement: This is a sample software agreement between two parties.
Purpose of Software: Managing our organizations contracts and obligations throughout the entirety of the contract lifecycle
Location: Federal Home Office
Renewed: No
Term/Occurrence: 1 Year
Collaboration Type: Gateway
Software Type: SaaS
Tax ID: 123456

Dates

Expiration Warning Date: 7/26/2014
Annual Review Date:
Agreement Notify Days: 60
Effective Date: 12/1/2011
Expiration Date: 9/24/2014

Financial/Budgetary

Budget Amount: 45,000.00
Agreement Amount: 45,000.00

Record Info

Requesting Contracts:

With CobbleStone's **Contract Management Software** solutions: employees , vendors, customers, clients, suppliers, providers, etc. have the permission based ability to request a new contract through a standard and/or rules-based process.

Contract Modeling

Contract Insight Enterprise can easily and quickly be configured to capture, analyze, manage and monitor any type of contract, agreement, committal or obligation. Our powerful modeling technology allows organizations to capture the unique structure, data requirements and workflow processes for each type of contract, while centralizing and streamlining your contract management lifecycle workflow.

Authoring & Assembly:

Contracting professionals can utilize Contract Insight Enterprise to create/author and draft contracts in Microsoft Word and store a full library of document templates. Existing MS Word document templates can be leveraged by Contract Insight Enterprise for use with contract authoring.

MS Word Integration

Contract Insight is designed to work with; not against, your organization's existing methods of writing and negotiating contracts. Legal teams can continue to utilize MS Word's tried-and-true functionality to draft and edit contracts after creation.

Rules-based Templates

Contract Insight Enterprise allows authorized users to create an unlimited library of rules-based document/contract templates with fully mergeable fields. Rules for templates can be created using any standard or user-defined field in order to ensure the correct template is being chosen and access to other templates is locked down.

Contract Negotiations:

Users can create drafts and versions of their contracts for review by other employees, or even vendors/customers/clients, etc. All drafts and versions are fully exportable to both MS Word as well as PDF formats.

Contract Viewing

Contract Insight allows real-time access to all key contract data by employees, users and optionally vendors/customers/clients, etc. All document information is available online through our web interface, and fully searchable by any data point captured in the system.

Version Comparisons

Side-by-side comparisons of different drafts and/or versions provide a quick and easy way for users to review changes and determine what the next steps are.

Approvals Process(es):

CobbleStone's **Contract Management Software** solutions leverage your organization's existing lifecycle management workflows by providing user definable/configurable approval workflow processes that can be initiated from any step in the contract lifecycle. Organizations can create parallel, serial or hybrid approval workflows as simple or complex as needed through our easy-to-use workflow configuration user interface.

Workflow Processes

By establishing rules for workflow processes, your organization is assured that the proper reviews, approvals, tasks, events, notifications and alerts will be initiated for every contract at precisely the right time.

Notification & Alerts

Automatic email and system calendar alerts are configured and delivered by the system. Both are designed to alert all key business users and stakeholders to any and all process step's assignments, information, requirements and deadlines.

Contract Execution:

CobbleStone's Contract Insight solutions assist organizations by controlling, optimizing and shortening the processing time needed for the drafting, review, approval and execution of a contract.

Finalized Contract Files

Secure and centralized repositories for each contract provide an easy to navigate and find location for all final and signed files.

Obligation & Task Management:

Organization value from CobbleStone's Contract Management Software solutions doesn't end when the contract has been executed. The life of a contract and its relationships continue post-execution with alerts, workflow processes, risk assessment, spend management, compliance monitoring, and advanced reporting metrics.

Spend Management

Take advantage of contract pricing and budget tracking. Track and monitor vendor related costs, line item and overall financial reporting, and receive advanced budget alerts using vendor/client management.

Obligation & Task Events

Workflow processes for obligations and tasks are not relegated to your organization's pre-execution timeframe. They can be targeted to execute when certain criteria are met, prior to execution, after execution, or both. This flexibility assures that the proper approvals, notifications and alerts will be initiated for every contract at precisely the right time.

Notification & Alerts

Automatic email and system calendar alerts are configured and delivered by the system. Both are designed to alert all key business users and stakeholders to any and all process step's assignments, information, requirements and deadlines.

Compliance Auditing & Reporting:

Advanced reporting capabilities are targeted to provide organizations with visibility into all contractual relationships across business units/entities including fully audit trails for every contract. Regulatory, Legal, and other compliance standards are maintained through advanced reporting metrics and automated system notification of key dates and renewal requirements.

Personal Defined Dashboards

Personal dashboards provide a convenient and personalized launching point for all of your activities within the system, automatically displaying information that needs to be on your radar each day.

Reporting Manager (Ad-Hoc)

Ad-Hoc reporting provides user definable custom reports such as status reports, upcoming tasks, financial commitments, or date ticklers. Reports are exportable to Word, Excel or PDF.

Online Report Designer

The online report designer allows users to completely customize and design a report's layout as well as the information it is displaying. The online report designer also provides dozens of export options including Word, Excel, PDF, CSV, Rich Text, Image formats and many more.

Contract Renewals & Amendments:

CobbleStone's **Contract Management Software** solutions enable organizations to capitalize on each and every renewal opportunity by identifying candidates for renewal, alerting employees to these contracts in time to make business decisions, and creating new contracts or drafts based on existing ones.

Identify Next Steps

Each renewal requirement is identified in advance, providing necessary lead time to key business users and stakeholders to review and make decisions on which path to follow for renewals, amendments, terminations or any other actions.

Contract Creation & Authoring

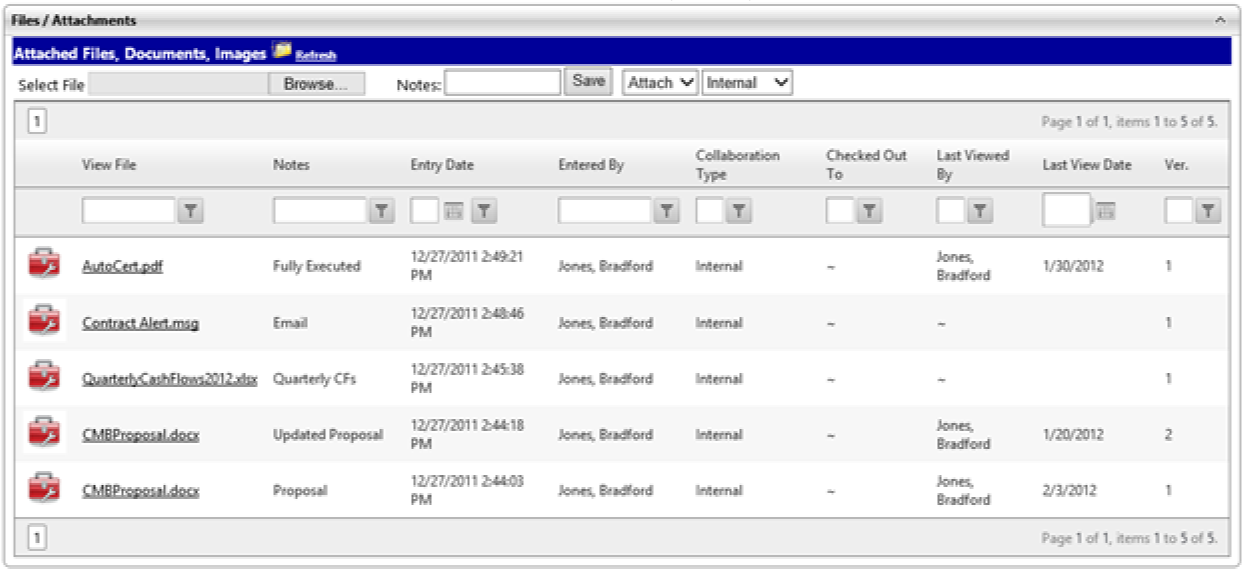
Requests
Authoring
Negotiations
Approvals
Execution
Obligations
Compliance
Renewals
Contract Lifecycle Management

Contract Insight Enterprise allows authorized users to create a centralized repository of unlimited standardized document/form templates (MS Word, PDF, MS Excel and/or HTML editor options) that can be leveraged and used by the Contract Administrators, legal teams and end-users to quickly and efficiently generate and publish consistent, quality-controlled Contracts, Agreements, and more. Supports an unlimited number of document and form types associated with a single Contract / Agreement / Committal master metadata record. Use the document/form field-merge function to efficiently and easily merge data fields from the Contract/Agreement Record when generating and publishing contract-specific documents and forms. Contract Insight Enterprise is fully integrated with Microsoft Word, so all template creation and editing is done within the native program and uploaded to the Template Library. Contract Insight Enterprise also allows users to include rules to limit access to templates and rules-based clause inclusion. CobbleStone also offers its Document Collaboration & eSign Add-on Module, which extends the core system's template functionality and allows authorized users to create standard or rules-based eApproval and/or eSignature processes dedicated to each template. eApproval and eSignature processes can include internal individuals, internal groups and/or counterparty contacts. The Document Collaboration & eSign Add-on Module is sold and priced separately.

Attachments & Document Management

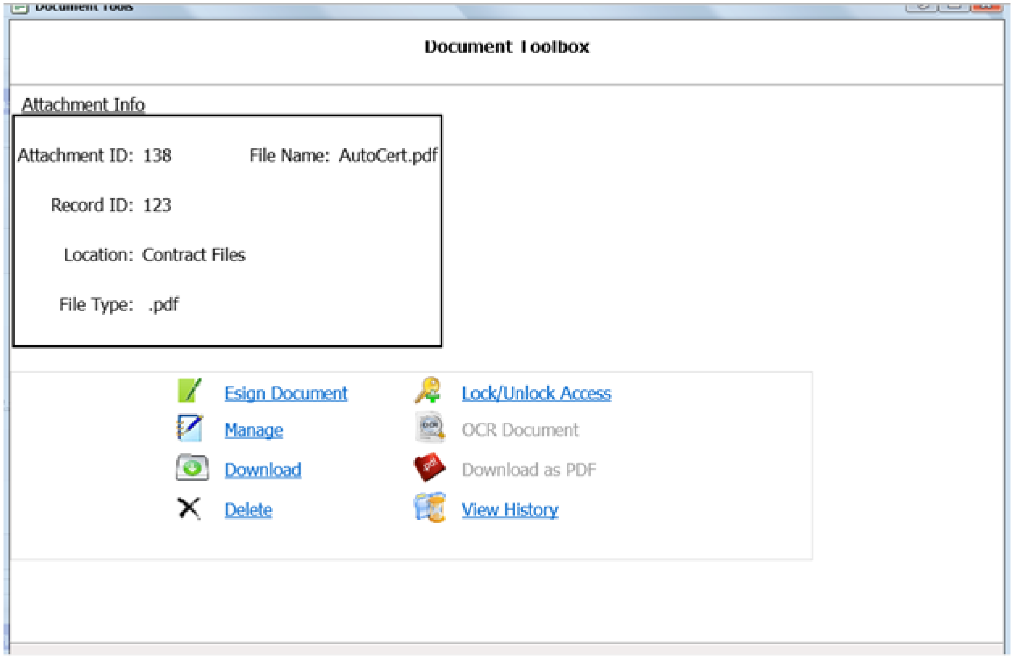
Contract Insight Enterprise allows authorized users to upload/attach documents (any documents, any file type), including MS Word, Scanned Documents, PDFs, TIF files, images, voice messages, emails, Excel, and any other file (except .exe). Each file is version tracked and is employee based tracked for file versioning purposes. Each text-based file is indexed and searchable with version history for auditing purposes. The Application Administrator may add an additional level of security to each attachment by restricting viewing privileges of non-Application Administrators.

Files/Attachments Repository



View File	Notes	Entry Date	Entered By	Collaboration Type	Checked Out To	Last Viewed By	Last View Date	Ver.
AutoCert.pdf	Fully Executed	12/27/2011 2:49:21 PM	Jones, Bradford	Internal	~	Jones, Bradford	1/30/2012	1
Contract Alert.msg	Email	12/27/2011 2:48:46 PM	Jones, Bradford	Internal	~	~		1
QuarterlyCashFlows2012.xlsx	Quarterly CFs	12/27/2011 2:45:38 PM	Jones, Bradford	Internal	~	~		1
CMBProposal.docx	Updated Proposal	12/27/2011 2:44:18 PM	Jones, Bradford	Internal	~	Jones, Bradford	1/20/2012	2
CMBProposal.docx	Proposal	12/27/2011 2:44:03 PM	Jones, Bradford	Internal	~	Jones, Bradford	2/3/2012	1

Files/Attachments Toolbox

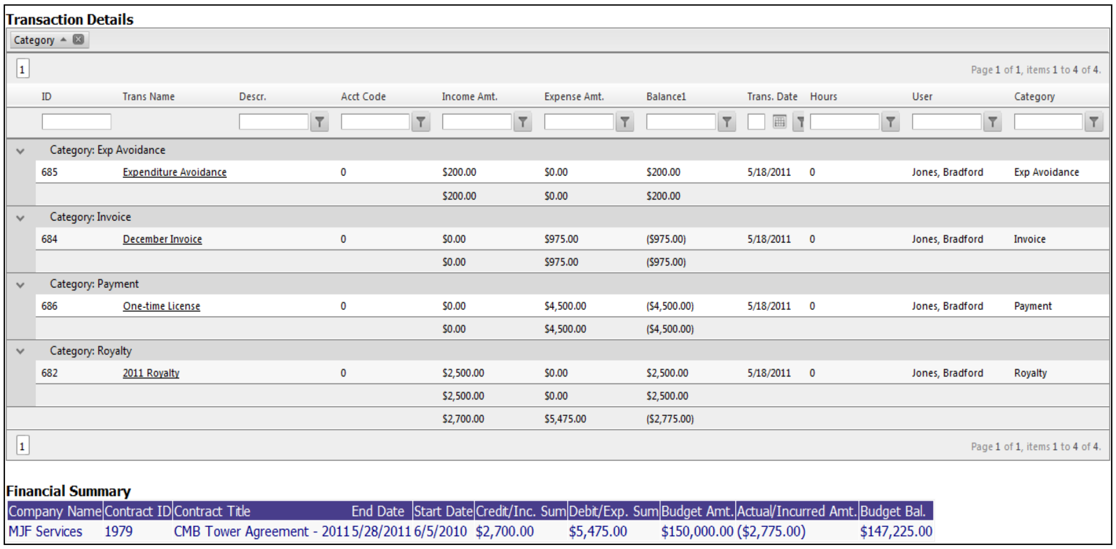


Attachment ID: 138
File Name: AutoCert.pdf
Record ID: 123
Location: Contract Files
File Type: .pdf

Budgeting & Financial Management

Contract Insight Enterprise includes a full financial tracking feature to track anticipated and actual contract amounts and compare the budgeted contract amount to the actual and send alerts if the contract is approaching and/or exceeding the contract budget. The financials can act as a standalone entry, or be integrated with third-party financial system(s).

Financial Manager



Transaction Details

ID	Trans Name	Descr.	Acct Code	Income Amt.	Expense Amt.	Balance1	Trans. Date	Hours	User	Category
Category: Exp Avoidance										
685	Expenditure Avoidance		0	$200.00	$0.00	$200.00	5/18/2011	0	Jones, Bradford	Exp Avoidance
				$200.00	$0.00	$200.00				
Category: Invoice										
684	December Invoice		0	$0.00	$975.00	($975.00)	5/18/2011	0	Jones, Bradford	Invoice
				$0.00	$975.00	($975.00)				
Category: Payment										
686	One-time License		0	$0.00	$4,500.00	($4,500.00)	5/18/2011	0	Jones, Bradford	Payment
				$0.00	$4,500.00	($4,500.00)				
Category: Royalty										
682	2011 Royalty		0	$2,500.00	$0.00	$2,500.00	5/18/2011	0	Jones, Bradford	Royalty
				$2,500.00	$0.00	$2,500.00				
				$2,700.00	$5,475.00	($2,775.00)				

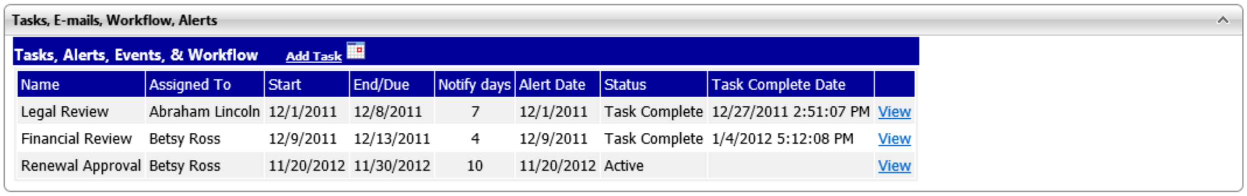
Financial Summary

Company Name	Contract ID	Contract Title	End Date	Start Date	Credit/Inc. Sum	Debit/Exp. Sum	Budget Amt.	Actual/Incurred Amt.	Budget Bal.
MJF Services	1979	CMB Tower Agreement - 2011	5/28/2011	6/5/2010	$2,700.00	$5,475.00	$150,000.00	($2,775.00)	$147,225.00

Tasks Management, Workflow, E-Mail Alerts, Calendar Alerts

Contract Insight Enterprise allows authorized users to define and set customizable, automatic (pre-defined/rules-based) approval workflows based on any one or combination of standard or user-defined data elements associated with each contract record. This enables the system to alert any key business users and stakeholders to any and all status updates, process steps, assignments, information, requirements, and deadlines. Each contract record may have unlimited tasks (and e-mail notifications), one-off or workflow, that will generate calendar and e-mail alerts. The e-mail alerts are automatically sent via e-mail to a user's e-mail inbox (such as MS Outlook or Lotus Notes or any other open SMTP email system). The contract tasks can be pre-configured (rules based) as workflow and/or set as tasks on a contract at contract entry or contract update. The system supports unlimited tasks to any user and/or external person. Tasks can be set to one person, multiple people, and/or predefined group. They can escalate if needed, they can repeat on a scheduled interval if needed and they can automatically update fields based on rules that authorized users have created associated with the completion/approval or rejection of a task. . The tasks display on the Contract Insight calendar screen; they are e-mailed directly to the user in their e-mail inbox, and the calendar alerts can be exported to their email calendar. Contract Insight's application calendar will display any user-defined event, alert, notification, expiration date, review date, and any other alert triggered by a standard or user-defined date within the system.

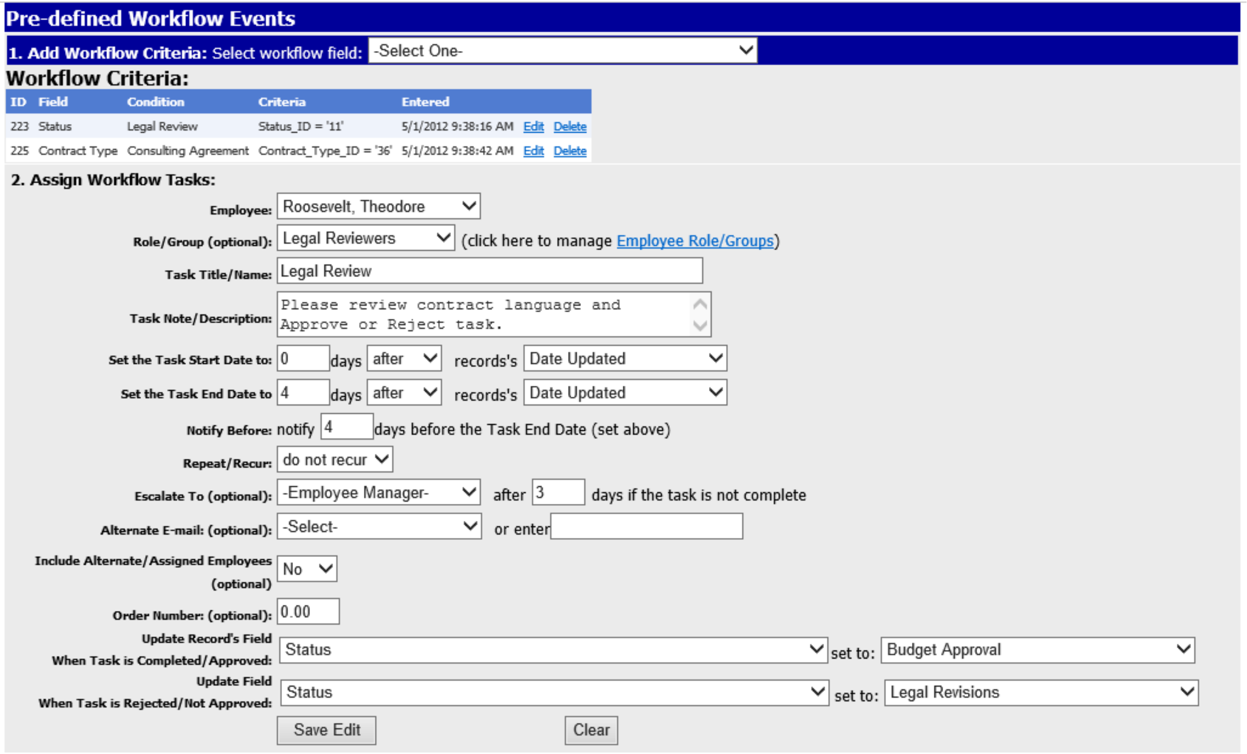
Task/Workflow/Alerts Repository on Contract Record Screen



Tasks, E-mails, Workflow, Alerts
Tasks, Alerts, Events, & Workflow
Add Task

Name	Assigned To	Start	End/Due	Notify days	Alert Date	Status	Task Complete Date	
Legal Review	Abraham Lincoln	12/1/2011	12/8/2011	7	12/1/2011	Task Complete	12/27/2011 2:51:07 PM	View
Financial Review	Betsy Ross	12/9/2011	12/13/2011	4	12/9/2011	Task Complete	1/4/2012 5:12:08 PM	View
Renewal Approval	Betsy Ross	11/20/2012	11/30/2012	10	11/20/2012	Active		View

Pre-defined Workflow Engine



Pre-defined Workflow Events

1. Add Workflow Criteria: Select workflow field: -Select One-

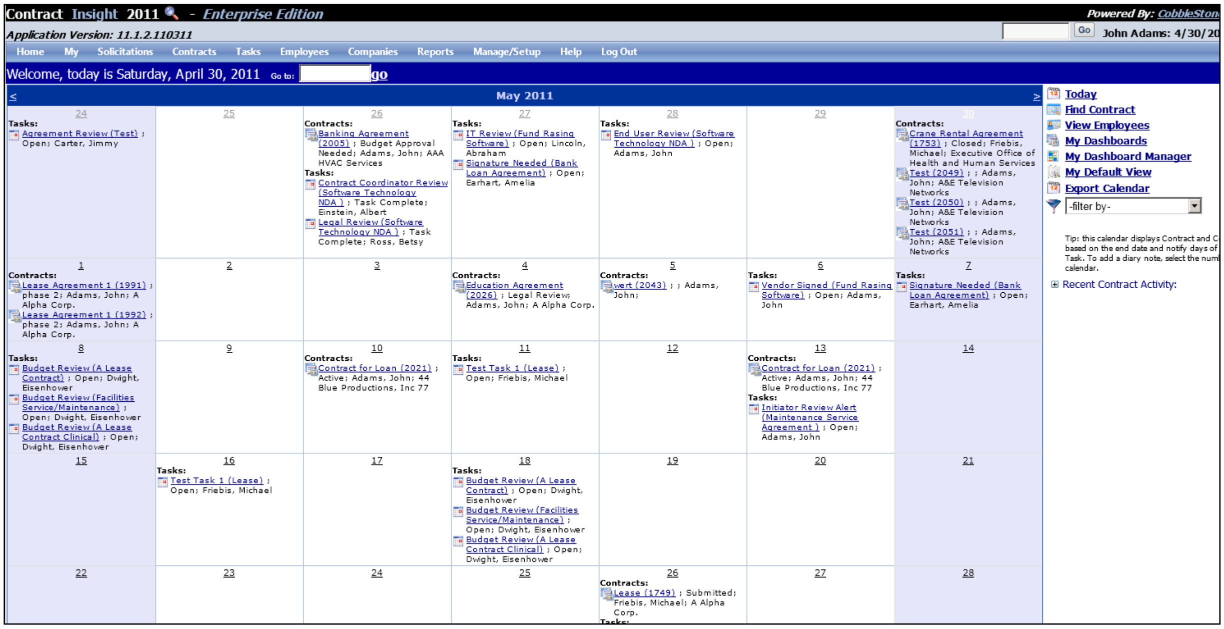
Workflow Criteria:

ID	Field	Condition	Criteria	Entered		
223	Status	Legal Review	Status_ID = '11'	5/1/2012 9:38:16 AM	Edit	Delete
225	Contract Type	Consulting Agreement	Contract_Type_ID = '36'	5/1/2012 9:38:42 AM	Edit	Delete

2. Assign Workflow Tasks:

Employee:	Roosevelt, Theodore
Role/Group (optional):	Legal Reviewers (click here to manage Employee Role/Groups)
Task Title/Name:	Legal Review
Task Note/Description:	Please review contract language and Approve or Reject task.
Set the Task Start Date to:	0 days after records's Date Updated
Set the Task End Date to	4 days after records's Date Updated
Notify Before:	notify 4 days before the Task End Date (set above)
Repeat/Recur:	do not recur
Escalate To (optional):	-Employee Manager- after 3 days if the task is not complete
Alternate E-mail: (optional):	-Select- or enter
Include Alternate/Assigned Employees (optional)	No
Order Number: (optional):	0.00
Update Record's Field When Task is Completed/Approved:	Status set to: Budget Approval
Update Field When Task is Rejected/Not Approved:	Status set to: Legal Revisions

Application Calendar



Welcome, today is Saturday, April 30, 2011 Go to: go

May 2011

24 **Tasks:** Agreement Review (Test) ; Open; Carter, Jimmy	25	26 **Contracts:** Banking Agreement (2005) ; Budget Approval Needed; Adams, John; AAA HVAC Services **Tasks:** Contract Coordinator Review (Software Technology NDA) ; Task Complete; Einstein, Albert Legal Review (Software Technology NDA) ; Task Complete; Ross, Betsy	27 **Tasks:** IT Review (Fund Rasing Software) ; Open; Lincoln, Abraham Signature Needed (Bank Loan Agreement) ; Open; Earhart, Amelia	28 **Tasks:** End User Review (Software Technology NDA) ; Open; Adams, John	29	30 **Contracts:** Crane Rental Agreement (1753) ; Closed; Friebis, Michael; Executive Office of Health and Human Services Test (2049) ; ; Adams, John; A&E Television Networks Test (2050) ; ; Adams, John; A&E Television Networks Test (2051) ; ; Adams, John; A&E Television Networks
1 **Contracts:** Lease Agreement 1 (1991) ; phase 2; Adams, John; A Alpha Corp. Lease Agreement 1 (1992) ; phase 2; Adams, John; A Alpha Corp.	2	3	4 **Contracts:** Education Agreement (2026) ; Legal Review; Adams, John; A Alpha Corp.	5 **Contracts:** wert (2043) ; ; Adams, John;	6 **Tasks:** Vendor Signed (Fund Rasing Software) ; Open; Adams, John	7 **Tasks:** Signature Needed (Bank Loan Agreement) ; Open; Earhart, Amelia
8 **Tasks:** Budget Review (A Lease Contract) ; Open; Dwight, Eisenhower Budget Review (Facilities Service/Maintenance) ; Open; Dwight, Eisenhower Budget Review (A Lease Contract Clinical) ; Open; Dwight, Eisenhower	9	10 **Contracts:** Contract for Loan (2021) ; Active; Adams, John; 44 Blue Productions, Inc 77	11 **Tasks:** Test Task 1 (Lease) ; Open; Friebis, Michael	12	13 **Contracts:** Contract for Loan (2021) ; Active; Adams, John; 44 Blue Productions, Inc 77 **Tasks:** Initiator Review Alert (Maintenance Service Agreement) ; Open; Adams, John	14
15	16 **Tasks:** Test Task 1 (Lease) ; Open; Friebis, Michael	17	18 **Tasks:** Budget Review (A Lease Contract) ; Open; Dwight, Eisenhower Budget Review (Facilities Service/Maintenance) ; Open; Dwight, Eisenhower Budget Review (A Lease Contract Clinical) ; Open; Dwight, Eisenhower	19	20	21
22	23	24	25	26 **Contracts:** Lease (1749) ; Submitted; Friebis, Michael; A Alpha Corp. Tasks:	27	28

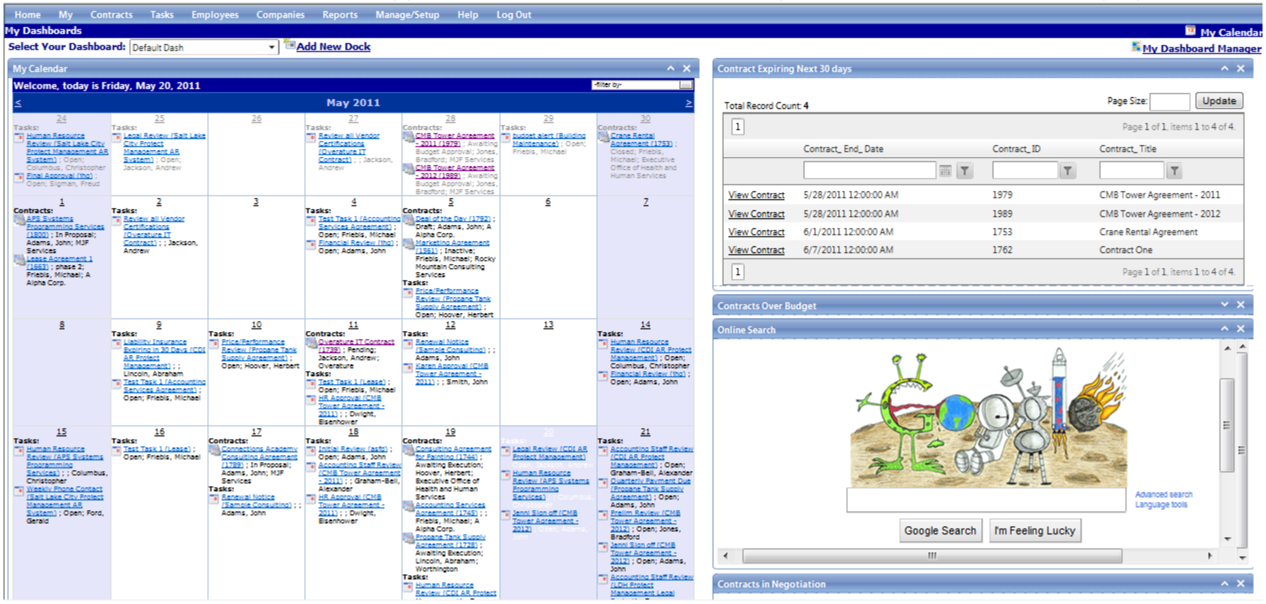
Tip: this calendar displays Contract and C based on the end date and notify days of Task. To add a diary note, select the num calendar.

Flexible Dashboards and Management Views

Contract Insight Enterprise includes a powerful and flexible dashboard that enables users to personalize their home page. The features offered are as follows:

- Unlimited dashboards for each user
- Fully customizable by each user
- Quickly switch between a user's dashboards
- Specify a dashboard as a user's default page
- Drag and drop docks (calendar, reports, web pages, charts)
- Add user's calendar to their dashboard(s)
- Add any ad-hoc report grids visible to the user's dashboard(s)
- Add a favorite website to the user's dashboard
- User's Calendar
- Display all contracts and tasks on their due dates for the user
- Quick links to contracts and/or tasks from the calendar
- Export calendar to 'VCAL' format (used in client programs like MS Outlook)

Executive Dashboard with application calendar, user-defined report, and external website displays.



Welcome, today is Friday, May 20, 2011

Total Record Count: 4

Page Size: Update

Page 1 of 1, items 1 to 4 of 4.

	Contract_ End_ Date	Contract_ID	Contract_ Title
View Contract	5/28/2011 12:00:00 AM	1979	CMB Tower Agreement - 2011
View Contract	5/28/2011 12:00:00 AM	1989	CMB Tower Agreement - 2012
View Contract	6/1/2011 12:00:00 AM	1753	Crane Rental Agreement
View Contract	6/7/2011 12:00:00 AM	1762	Contract One

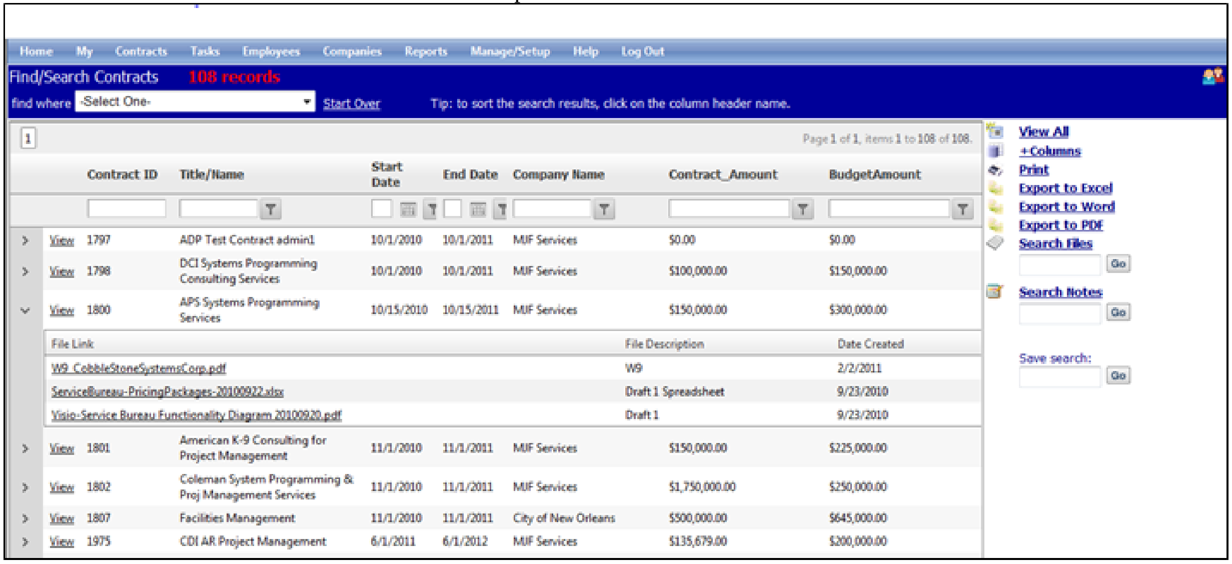
Page 1 of 1, items 1 to 4 of 4.

Searching & Reporting Metrics

Contract Insight Enterprise provides over 20 standard management reports that can be modified and includes a full report designer to enable organizations to develop their own custom and re-usable reports. Sorting and searching on contract type, status and other fields (standard or user-defined) are fully included. Contract Insight can search and report off of any field including standard and user-defined fields; Contract Insight includes many levels of searching such as: QuickSearch (wildcard search); field by field search; editable drag and drop ad-hoc queries; full report designer; automatic scheduled recurring emailed reports; exportable reports; reports that can be set to your default view; reports can be saved and shared (assigned to) other users to help leverage and reuse reports and save searches. Scheduling of reports may be one-off or repetitively scheduled. The Custom Report Builder can create graphs, barcodes, labels, calculated columns, and more; the user definable report tool includes the ability to export the report to many formats such as: PDF, XML, HTML, Word, Excel, Images, DBF, CSV, and more.

> **QuickSearch** – wildcard search similar to Google search available on each page for quick and easy searching of all contract details (metadata). Users may enter a string of letters, words, or numbers for searching. For example, users may QuickSearch the word "project," and the system will search all fields in all contract records for "project". QuickSearch will provide fully filterable, sortable, and exportable (to MS Excel, MS Word, and/or PDF) results. Each contract listed in each result will be accessible directly from report, and users may also access all attached files/documents of any/all contracts that matched the query directly from report (without having to pull contract).
>
> **Field-Level Search** – rather than searching all contract metadata within Contract Insight, field-level search allows authorized users to narrow search to one field. For example, authorized users may search for the word "project" in the "Contract Title" field, and the system will search the "Contract Title" field in all contract records for the word "project". Field-level search will provide fully filterable, sortable, and exportable (to MS Excel, MS Word, and/or PDF) results. Each contract listed in each result will be accessible directly from report, and users may also access all attached files/documents of any/all contracts that matched the query directly from report (without having to pull contract). Field-level searches may be saved in Contract Insight's search/report repository for on-demand searching and reporting.
>
> **Ad-hoc Report Builder** - user-friendly, drag-and-drop ad-hoc query building. Contract Insight's Ad-hoc Query Wizard guides authorized users throughout the query building process and provide previewing and editing functionality. Column headers (fields) may be queried from user-selected primary and/or secondary tables for each query. Contract Insight's ad-hoc queries support "and/or" logic filtering (designated fields may be displayed on report or used only for filtering purposes), sorting, naming, saving for future execution, charting, and exporting to MS Excel, MS Word, and/or PDF formats. Authorized users may restrict access to any/all ad-hoc queries. Authorized users may also schedule automatic emailing of ad-hoc reports on a daily, weekly, monthly, quarterly, or yearly basis to any or all users defined within the client's system. Ad-hoc reports may also be displayed on authorized user's personalized dashboard view.

Sample Search Results Screen



Find/Search Contracts 108 records

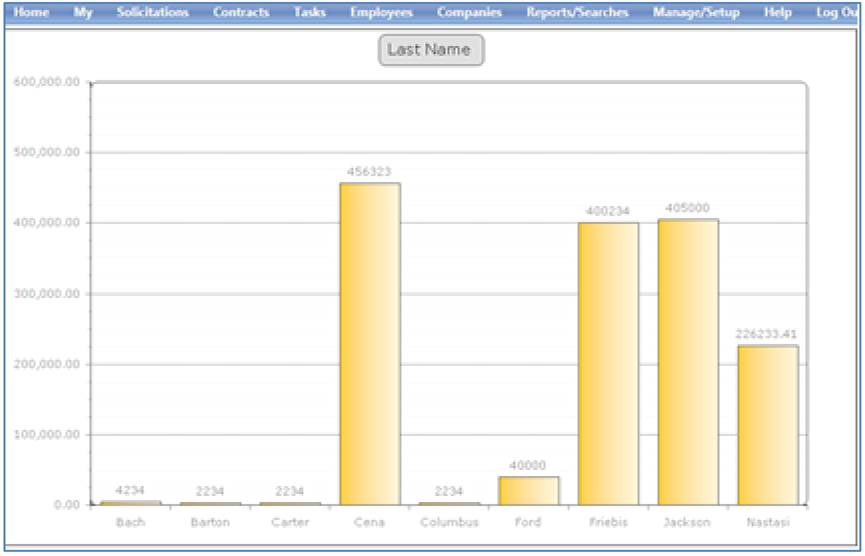
Tip: to sort the search results, click on the column header name.

Page 1 of 1, items 1 to 108 of 108.

		Contract ID	Title/Name	Start Date	End Date	Company Name	Contract_Amount	BudgetAmount
>	View	1797	ADP Test Contract admin1	10/1/2010	10/1/2011	MJF Services	$0.00	$0.00
>	View	1798	DCI Systems Programming Consulting Services	10/1/2010	10/1/2011	MJF Services	$100,000.00	$150,000.00
˅	View	1800	APS Systems Programming Services	10/15/2010	10/15/2011	MJF Services	$150,000.00	$300,000.00
>	View	1801	American K-9 Consulting for Project Management	11/1/2010	11/1/2011	MJF Services	$150,000.00	$225,000.00
>	View	1802	Coleman System Programming & Proj Management Services	11/1/2010	11/1/2011	MJF Services	$1,750,000.00	$250,000.00
>	View	1807	Facilities Management	11/1/2010	11/1/2011	City of New Orleans	$500,000.00	$645,000.00
>	View	1975	CDI AR Project Management	6/1/2011	6/1/2012	MJF Services	$135,679.00	$200,000.00

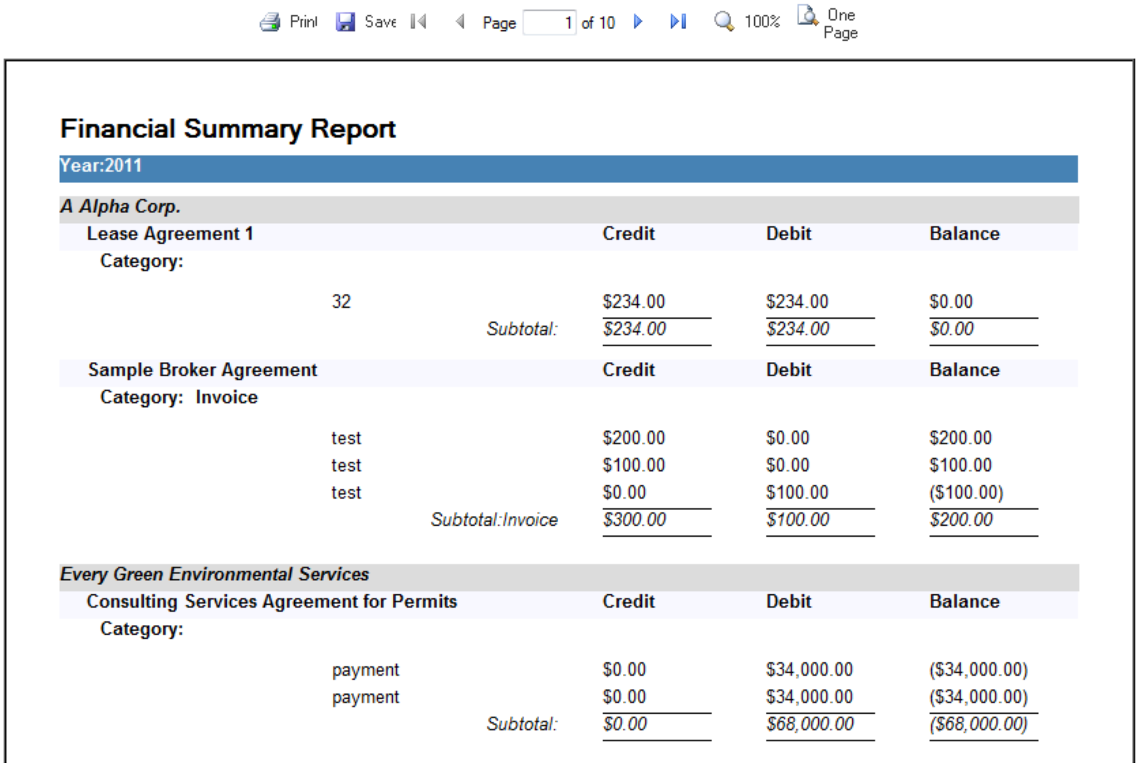
File Link	File Description	Date Created
W9_CobbleStoneSystemsCorp.pdf	W9	2/2/2011
ServiceBureau-PricingPackages-20100922.xlsx	Draft 1 Spreadsheet	9/23/2010
Visio-Service Bureau Functionality Diagram 20100920.pdf	Draft 1	9/23/2010

Bar Chart Created from Ad-hoc Report



Custom Report Builder – Fully customizable, online report designer that offers users complete control over the appearance, layout, and information on each report. Contract Insight's Custom Report Builder provides drag and drop report designer features that are very similar to the functionality found in other 3rd party reporting tools such as Business Objects and Cognos. This report designer can greatly improve upon the appearance of simple canned-reports and allow users to create very complex, technical reports that include text, images, graphics, variables, conditions, cross-tables, multiple data summary options, and much more. With 23 exporting options including Word, Excel, PowerPoint, PDF, CSV, Rich Text, Image formats, and many more, CobbleStone Systems Custom Report Designer offers robust querying and reporting capabilities.

Custom Report Builder



Financial Summary Report

Year:2011

A Alpha Corp.

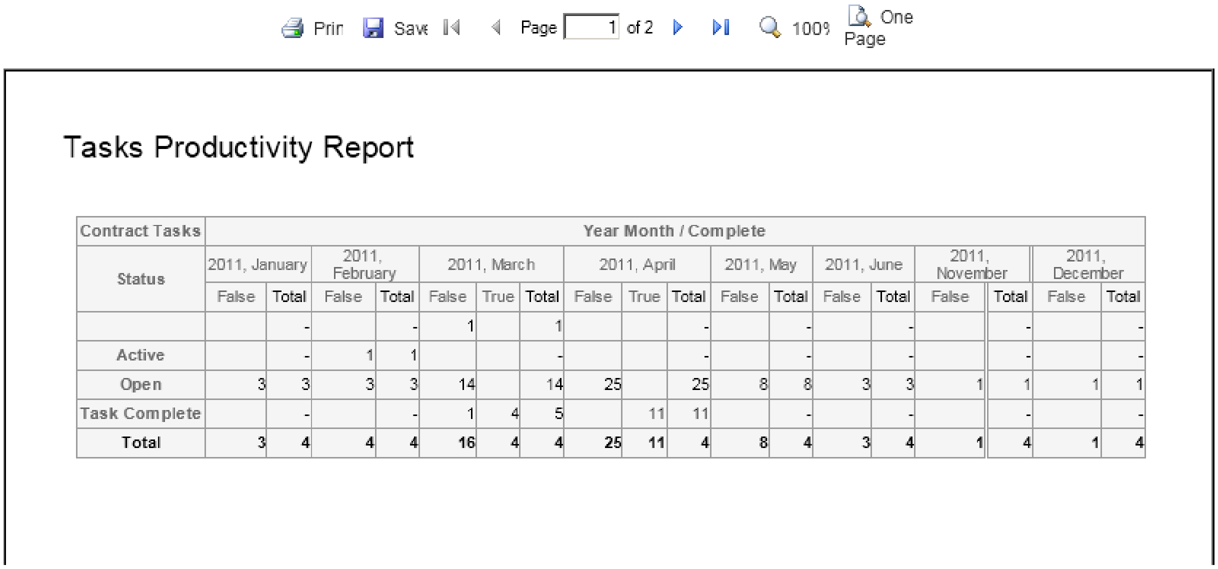
Lease Agreement 1		**Credit**	**Debit**	**Balance**
Category:				
	32	$234.00	$234.00	$0.00
	Subtotal:	*$234.00*	*$234.00*	*$0.00*

Sample Broker Agreement		**Credit**	**Debit**	**Balance**
Category: Invoice				
	test	$200.00	$0.00	$200.00
	test	$100.00	$0.00	$100.00
	test	$0.00	$100.00	($100.00)
	Subtotal:Invoice	*$300.00*	*$100.00*	*$200.00*

Every Green Environmental Services

Consulting Services Agreement for Permits		**Credit**	**Debit**	**Balance**
Category:				
	payment	$0.00	$34,000.00	($34,000.00)
	payment	$0.00	$34,000.00	($34,000.00)
	Subtotal:	*$0.00*	*$68,000.00*	*($68,000.00)*

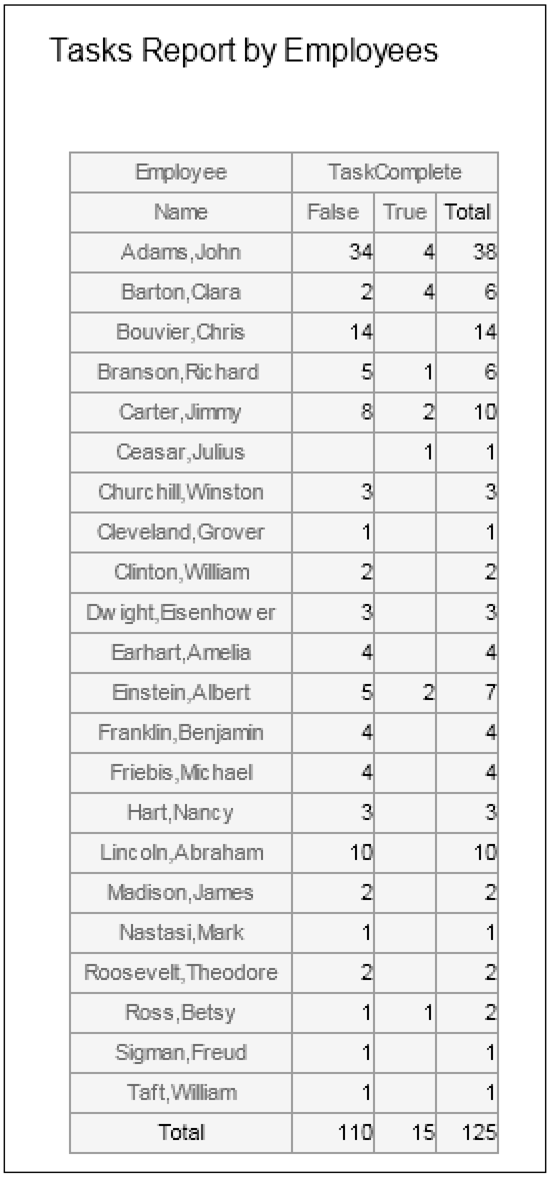
Custom Report Builder



Tasks Productivity Report

Contract Tasks	Year Month / Complete																	
Status	2011, January		2011, February		2011, March			2011, April			2011, May		2011, June		2011, November		2011, December	
	False	Total	False	Total	False	True	Total	False	True	Total	False	Total	False	Total	False	Total	False	Total
		-		-	1		1			-		-		-		-		-
Active		-	1	1			-			-		-		-		-		-
Open	3	3	3	3	14		14	25		25	8	8	3	3	1	1	1	1
Task Complete		-		-	1	4	5		11	11		-		-		-		-
Total	**3**	**4**	**4**	**4**	**16**	**4**	**4**	**25**	**11**	**4**	**8**	**4**	**3**	**4**	**1**	**4**	**1**	**4**

Custom Report Builder

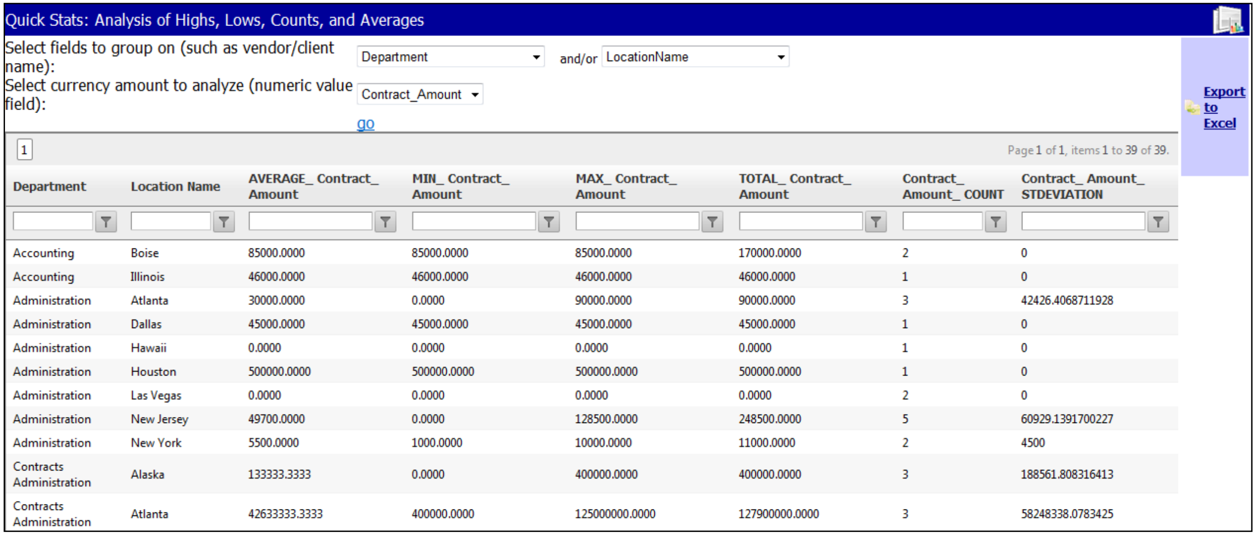


Tasks Report by Employees

Employee	TaskComplete		
Name	False	True	Total
Adams,John	34	4	38
Barton,Clara	2	4	6
Bouvier,Chris	14		14
Branson,Richard	5	1	6
Carter,Jimmy	8	2	10
Ceasar,Julius		1	1
Churchill,Winston	3		3
Cleveland,Grover	1		1
Clinton,William	2		2
Dwight,Eisenhower	3		3
Earhart,Amelia	4		4
Einstein,Albert	5	2	7
Franklin,Benjamin	4		4
Friebis,Michael	4		4
Hart,Nancy	3		3
Lincoln,Abraham	10		10
Madison,James	2		2
Nastasi,Mark	1		1
Roosevelt,Theodore	2		2
Ross,Betsy	1	1	2
Sigman,Freud	1		1
Taft,William	1		1
Total	110	15	125

QuickStats Analysis - Contract Insight provides quick and easy internal comparisons with CobbleStone Systems QuickStats Analysis. Eliminate guesswork and identify key success factors by taking advantage of multiple grouping options and comprehensive statistical analysis.

QuickStats Analysis



Quick Stats: Analysis of Highs, Lows, Counts, and Averages

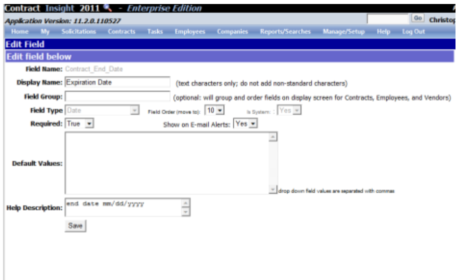
Select fields to group on (such as vendor/client name): Department and/or LocationName

Select currency amount to analyze (numeric value field): Contract_Amount

Department	Location Name	AVERAGE_ Contract_ Amount	MIN_ Contract_ Amount	MAX_ Contract_ Amount	TOTAL_ Contract_ Amount	Contract_ Amount_ COUNT	Contract_ Amount_ STDEVIATION
Accounting	Boise	85000.0000	85000.0000	85000.0000	170000.0000	2	0
Accounting	Illinois	46000.0000	46000.0000	46000.0000	46000.0000	1	0
Administration	Atlanta	30000.0000	0.0000	90000.0000	90000.0000	3	42426.4068711928
Administration	Dallas	45000.0000	45000.0000	45000.0000	45000.0000	1	0
Administration	Hawaii	0.0000	0.0000	0.0000	0.0000	1	0
Administration	Houston	500000.0000	500000.0000	500000.0000	500000.0000	1	0
Administration	Las Vegas	0.0000	0.0000	0.0000	0.0000	2	0
Administration	New Jersey	49700.0000	0.0000	128500.0000	248500.0000	5	60929.1391700227
Administration	New York	5500.0000	1000.0000	10000.0000	11000.0000	2	4500
Contracts Administration	Alaska	133333.3333	0.0000	400000.0000	400000.0000	3	188561.808316413
Contracts Administration	Atlanta	42633333.3333	400000.0000	125000000.0000	127900000.0000	3	58248338.0783425

Configuration

Contract Insight Enterprise is a user-friendly, highly-configurable system. It allows for configurable security and permissions (either individually or by security groups), configurable deployment from one web server to multiple, configurable fields by contract type of any field type (with field validation), field groups, add custom defined tables and sub-grids, flexible searching/reporting, configurable workflow based on contract record field values, configurable dashboards and many more.



Application Version: 11.2.0.110527

Edit Field

Edit field below

Field Name: Contract_End_Date

Display Name: Expiration Date (text characters only; do not add non-standard characters)

Field Group: (optional: will group and order fields on display screen for Contracts, Employees, and Vendors)

Field Type Date Field Order (move to): 10 Is System: : Yes

Required: True Show on E-mail Alerts: Yes

Default Values: drop down field values are separated with commas

Help Description: end date mm/dd/yyyy

Integration

Contract Insight Enterprise supports open standards integration. It supports data direct and web services API data integration. CobbleStone Systems will provide Web Services API Connector to all clients that purchase Contract Insight Enterprise to handle the integration to a third-party software system independently without CobbleStone's help. Additionally, CobbleStone offers Professional Integration Services to establish integration between Contract Insight Enterprise and third-party software systems for the client, which are priced on an hourly basis at $150 per hour.

Contract Insight Enterprise provides a bulk-data importer for one-time bulk importing of master reference, employee, vendor/client and/or contract data.

Services

CobbleStone provides full services including Project Management, System Requirements Analysis, Gap Analysis, Deployment Planning, Migration Planning, System Installation/Implementation, Testing, Training, Go Live and Post Go Live Support.

Deployment

CobbleStone's Contract Insight Enterprise contract management software is build upon the Microsoft .NET / IIS Web Application framework and utilizes MS SQL Database. The system is highly scalable and is deployed on the clients (buyers) server hardware or hosted by CobbleStone in our high availability, secured, and redundant data center(s). We work closely with our clients and our client's IT team to deploy the solution. CobbleStone can be the prime or sub on the system deployment.

Training

CobbleStone Systems offers a full service training offering. CobbleStone offers full onsite and remote training options. Each training course includes an instructor lead training class, full agenda and user manual. The formal training course are optional, however, to fully leverage the system features, we recommend the training course as knowledge sharing and formal education. CobbleStone also offers full inline help, support, online learning videos and optional refresher training courses. Formal training options are below.

Options:

1. Full Online Training: The training session is live instructor led via MS LiveMeeting. The training sessions offered are application administrator, end-user, reporting, and technical training. A maximum of 10 attendee connections may participate in each remote training session.

2. Full Onsite Training at Your Office: Each onsite session can have as many attendees that can fit comfortably onsite in your conference room. The training sessions offered are application administrator, end-user, reporting, and technical training. The training session is live instructor led on your site. The training session covers all features (admin, setup/config, permissions, custom fields, workflow, contract management/creation, tasks and e-mail alerts, financials, vendor management/tracking, reporting/searching, and help). On-site (at client headquarters) training is $2500 per day plus travel expenses (per GSA guidelines). CobbleStone training staff may provide a maximum of two 4 hour training sessions per day to a maximum of 50 attendees per session.

3. Full Onsite Training at CobbleStone's Office: Each session can have as many attendees that can fit comfortably onsite in CobbleStone's conference room (approximately 20). The training session is live instructor led in CobbleStone's facility. The training session covers all features (admin, setup/config, permissions, custom fields, workflow, contract management/creation, tasks and e-mail alerts, financials, vendor management/tracking, reporting/searching, and help). CobbleStone hosted training sessions will be priced upon request. **all travel and lodging are the responsibility of the client.

2. Explain your methodology and structure that will be implemented to fulfill the requirements discussed in section 1.1.

CobbleStone Systems Corp. has built a tremendous track record over the last 15 years of very successful implementations. We understand business. We understand systems. We understand that every business has unique system requirements. So we take the time to understand your needs and make sure we meet them.

To ensure the success of our implementations we have developed our own process that has been used in hundreds of successful implementations worldwide. Our methodology, designed with a balance between structure and flexibility, enables us to provide a fast, efficient, economical implementation of Contract Insight Contract Management software solutions every time. Our approach provides you with results and rapid returns.

We believe in simplicity and value. Our software solutions are based on this philosophy and our unique implementation approach is no different. CobbleStone Project Insight is structured for scalability, implementation ease, and rapid deployment and is continuously enhanced with these goals in mind. Our site-by-site phased implementation approach allows for a gradual evolution of information systems in your business without requiring a complete system replacement or complex business process re-engineering.

The Benefits

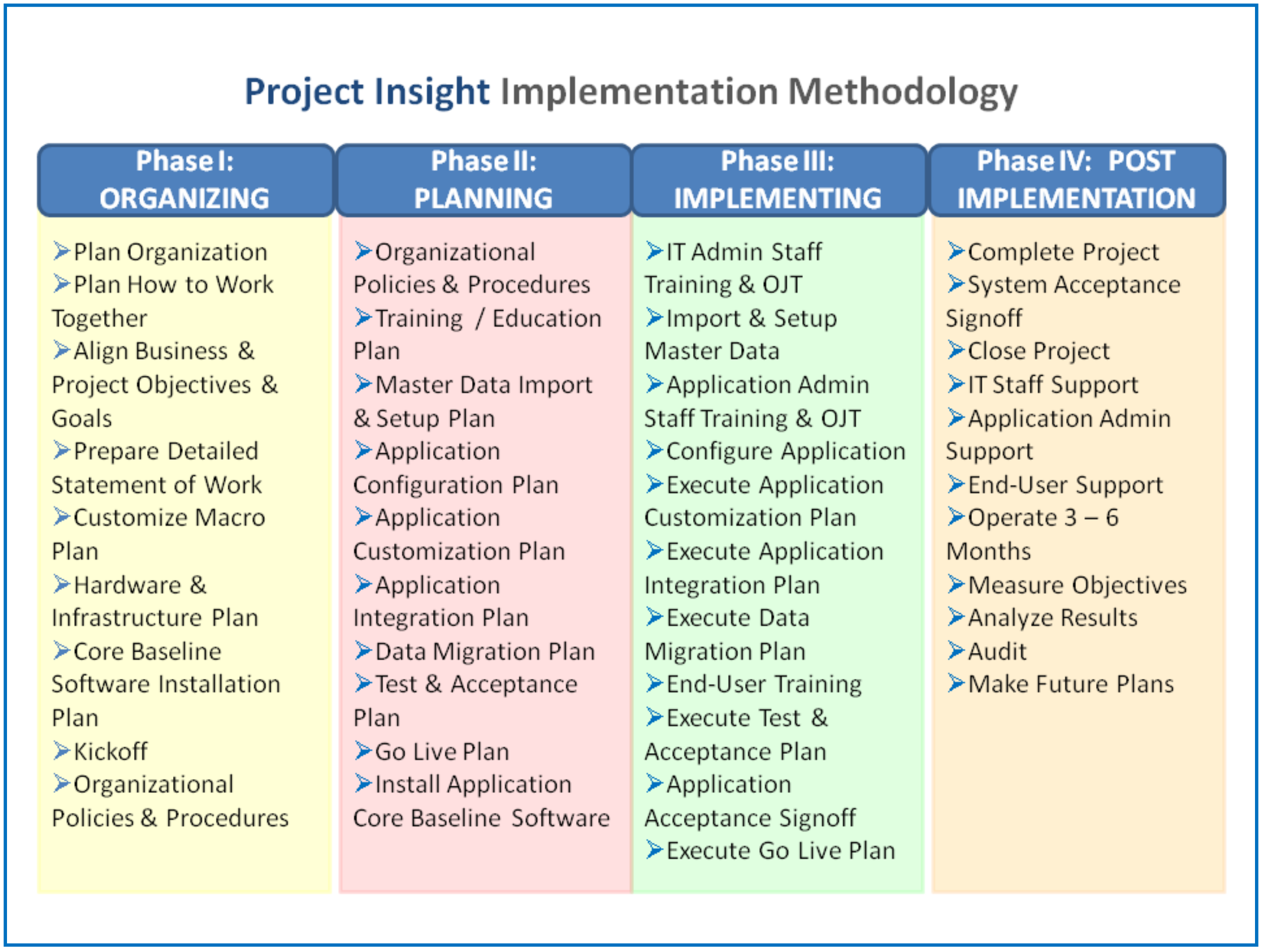
We know you require minimal business disruption and predictable implementation costs. Many of our clients have replaced existing legacy systems, automated/electronic and manual, with Contract Insight and our automated conversion procedures cover a variety of legacy contract/obligation/committal management systems. As a result, you benefit from our experience and replacing your existing system can be done efficiently and cost effectively.

The winning formula that ensures your success is the combination of CobbleStone's Project Insight Implementation Methodology, aggressive project management, enterprise system expertise, world class education and superior training methods—all packaged to get you up and running quickly to enable a quick return on your Contract Management systems investment.

Project Insight Implementation Methodology benefits include:

- Secured management involvement, governance, and oversight

- Controlled project costs and schedules-solutions delivered on time and within budget
- A high degree of project visibility and documentation
- A scalable, expandable, extendable system and business process architecture and platform that will support future improvement and growth initiatives as your business evolves
- A basis to identify, monitor, manage, and control risks to success



Project Insight Implementation Methodology

Phase I: ORGANIZING

- ➢Plan Organization
- ➢Plan How to Work Together
- ➢Align Business & Project Objectives & Goals
- ➢Prepare Detailed Statement of Work
- ➢Customize Macro Plan
- ➢Hardware & Infrastructure Plan
- ➢Core Baseline Software Installation Plan
- ➢Kickoff
- ➢Organizational Policies & Procedures

Phase II: PLANNING

- ➢Organizational Policies & Procedures
- ➢Training / Education Plan
- ➢Master Data Import & Setup Plan
- ➢Application Configuration Plan
- ➢Application Customization Plan
- ➢Application Integration Plan
- ➢Data Migration Plan
- ➢Test & Acceptance Plan
- ➢Go Live Plan
- ➢Install Application Core Baseline Software

Phase III: IMPLEMENTING

- ➢IT Admin Staff Training & OJT
- ➢Import & Setup Master Data
- ➢Application Admin Staff Training & OJT
- ➢Configure Application
- ➢Execute Application Customization Plan
- ➢Execute Application Integration Plan
- ➢Execute Data Migration Plan
- ➢End-User Training
- ➢Execute Test & Acceptance Plan
- ➢Application Acceptance Signoff
- ➢Execute Go Live Plan

Phase IV: POST IMPLEMENTATION

- ➢Complete Project
- ➢System Acceptance Signoff
- ➢Close Project
- ➢IT Staff Support
- ➢Application Admin Support
- ➢End-User Support
- ➢Operate 3 – 6 Months
- ➢Measure Objectives
- ➢Analyze Results
- ➢Audit
- ➢Make Future Plans

Please note that CobbleStone implementation services provided will be based on the services selected by UCF. For the UCF implementation, CobbleStone included pricing for online training and online configuration consultation work sessions. The work sessions are dedicated online meetings with our implementation specialists to assist your team with the initial and/or ongoing configuration of the system. Our team works with you, offering best-practices configuration consultation. We have found great success with clients that choose these sessions in addition to the training sessions. Please note that the work sessions are totally optional, and if you select a block of 40 or 50 hours, you will not be invoiced unless the services have been delivered/completed. For example, if you purchase a block of 50 hours and only use 25 hours, you will only be invoiced for 25 hours. Also, you can purchase the work sessions after the training is completed, if you feel you need the configuration assistance. The advantage of purchasing the work sessions with the initial contract is that we can break up the training and work sessions to configure areas of the system immediately after associated training session topics. Online configuration consultation work sessions are priced at $125 per hour.

CobbleStone also offers full implementation services. If full implementation services are preferred, CobbleStone will require full configuration and importing specifications including: fields for Contract Details, fields for Counterparty Details, fields for Employee Details, field values, fields assigned to each Contract Type, workflow (optional), document templates (optional), total count of legacy metadata rows for import, sample legacy metadata, total count of legacy files/documents for import, sample legacy files/documents.

D. OVERALL PRICING

1. **The proposal submitted in response to this ITN should enumerate a fixed fee. If the university is not satisfied with the outcome, the contract will be terminated and payment will be made for the services that have been rendered.**

Option 1: Contract Insight Enterprise: CobbleStone-hosted with 300 Named User Licenses

Item	Qty	Unit Price	Extended Price
Licenses (Annual Hosting Subscription)			
Contract Insight Enterprise Hosted/SaaS **Core** License	1	$ 3,013.00	$ 3,013.00
Contract Insight Enterprise Hosted/SaaS **Named User** License	300	$ 185.00	$ 55,500.00
Optional Solution Add-ons (Annual Hosting Subscription)			
Add On Module: **Document Collaboration & eSign** Module Add-On License	1	$ 10,219.17	$ 10,219.17
Add On Module: **Solicitation/eSourcing** Module Add-On License	0	not selected	$ -
Add On Module: **Client/Vendor Collaboration Gateway** Module Add-On License	0	not selected	$ -
Add On Module: **Purchase Order/Spend** Management Module Add-On License	0	not selected	$ -
Add On Module: **Data Import** Manager Module Add-On License	0	not selected	$ -
Add On Module: **Database Integration** Manager Module Add-On License	1	$ 10,219.17	$ 10,219.17
Add On Module: **DocuSign Connection** Manager Module Add-On License	0	not selected	$ -
Add On Module: **Data Synchronization** Manager Module Add-On License	0	not selected	$ -
Optional Solution DEV/STAGE/TEST Environment Add-ons (Annual Hosting Subscription)			
Each Additional Add-on SaaS DEV/STAGE/TEST Environment @ 50% of Licensing (50% SLA, No Backups)	0	not selected	not selected
Annual Support/Maintenance: Contract Insight Annual Support/Maintenance	1	included	included
One-Time Deployment Setup	1	$ 8,645.13	$ 8,645.13
Optional Annual Services			
Annual Application Software Escrow	0	not selected	$ -
Annual Application Configuration Escrow	0	not selected	$ -
SaaS Instance Service Up-Time Email Alerts Annual Service	0	not selected	$ -
SaaS Instance High-Redundancy Replicated Database Annual Service	0	not selected	$ -
Information Update Annual Service	0	not selected	$ -
Optional Professional Services			
Recommended: Training Hours (Online up to 10 connections per session):	105	see svcs dtls	$ 13,125.00
Work Sessions:	510	see svcs dtls	$ 63,750.00
Technical Services:	245	see svcs dtls	$ 36,750.00
Integration Services:	0	not selected	$ -
Integration Annual Support:	0	not selected	$ -
ADFS Single Sign-on Services:	1	see svcs dtls	$ 2,500.00
ADFS Single Sign-on Annual Support:	1	$ 1,250.00	$ 1,250.00
Other Services:	0	$ -	not selected
Total (does not include tax or travel unless specified above):			**$ 204,971.47**

*Pricing offer is valid for 120 days; all travel and lodging (if required) are invoiced to client with no markup. Subject to annual contract with agreed upon annual rate escalation. Full features can be found at: http://www.cobblestonesystems.com/Compare_Versions.aspx. CobbleStone FEID: 550802494. Licensing Unit Costs may increase or decrease for different total user licenses purchased than quoted above. Please see *Attachment 01. CobbleStone - User Licensing Options Guideline for Contract Insight* Solutions for CobbleStone licensing options.

Option 2: Contract Insight Enterprise: CobbleStone-hosted with 100 Concurrent User Licenses

Item	Qty	Unit Price	Extended Price
Licenses (Annual Hosting Subscription)			
Contract Insight Enterprise Hosted/SaaS **Core** License	1	$ 3,013.00	$ 3,013.00
Contract Insight Enterprise Hosted/SaaS **Concurrent User** License	100	$ 377.00	$ 37,700.00
Optional Solution Add-ons (Annual Hosting Subscription)			
Add On Module: **Document Collaboration & eSign** Module Add-On License	1	$ 7,549.17	$ 7,549.17
Add On Module: **Solicitation/eSourcing** Module Add-On License	0	not selected	$ -
Add On Module: **Client/Vendor Collaboration Gateway** Module Add-On License	0	not selected	$ -
Add On Module: **Purchase Order/Spend** Management Module Add-On License	0	not selected	$ -
Add On Module: **Data Import** Manager Module Add-On License	0	not selected	$ -
Add On Module: **Database Integration** Manager Module Add-On License	1	$ 7,549.17	$ 7,549.17
Add On Module: **DocuSign Connection** Manager Module Add-On License	0	not selected	$ -
Add On Module: **DataSynchronization** Manager Module Add-On License	0	not selected	$ -
Optional Solution DEV/STAGE/TEST Environment Add-ons (Annual Hosting Subscription)			
Each Additional Add-on SaaS DEV/STAGE/TEST Environment @ 50% of Licensing (50% SLA, No Backups)	0	not selected	not selected
Annual Support/Maintenance: Contract Insight Annual Support/Maintenance	1	included	included
One-Time Deployment Setup	1	$ 6,331.13	$ 6,331.13
Optional Annual Services			
Annual Application Software Escrow	0	not selected	$ -
Annual Application Configuration Escrow	0	not selected	$ -
SaaS Instance Service Up-Time Email Alerts Annual Service	0	not selected	$ -
SaaS Instance High-Redundancy Replicated Database Annual Service	0	not selected	$ -
Information Update Annual Service	0	not selected	$ -
Optional Professional Services			
Recommended: Training Hours (Online up to 10 connections per session):	105	see svcs dtls	$ 13,125.00
Work Sessions:	510	see svcs dtls	$ 63,750.00
Technical Services:	245	see svcs dtls	$ 36,750.00
Integration Services:	0	not selected	$ -
Integration Annual Support:	0	not selected	$ -
ADFS Single Sign-on Services:	1	see svcs dtls	$ 2,500.00
ADFS Single Sign-on Annual Support:	1	$ 1,250.00	$ 1,250.00
Other Services:	0	$ -	not selected
Total (does not include tax or travel unless specified above):			**$ 179,517.47**

*Pricing offer is valid for 120 days; all travel and lodging (if required) are invoiced to client with no markup. Subject to annual contract with agreed upon annual rate escalation. Full features can be found at: http://www.cobblestonesystems.com/Compare_Versions.aspx. CobbleStone FEID: 550802494. Licensing Unit Costs may increase or decrease for different total user licenses purchased than quoted above. Please see *Attachment 01. CobbleStone - User Licensing Options Guideline for Contract Insight* Solutions for CobbleStone licensing options.

CobbleStone Optional Professional Services (included in Pricing Options 1 & 2)

Optional Professional Services Hours	Qty	Unit Price	Extended Price
Training Services - Recommended			
Application Admin Hours (Online up to 10 connections per session): - Remote Web	15.00	$ 125.00	$ 1,875.00
Super/Standard User Hours (Online up to 10 connections per session): - Remote Web	70.00	$ 125.00	$ 8,750.00
Read-Only User Hours (Online up to 10 connections per session): - Remote Web	20.00	$ 125.00	$ 2,500.00
Work Sessions			
CMS (Contract Management) Application Configuration - Remote Web	50.00	$ 125.00	$ 6,250.00
CMS (Contract Management) Workflow Configuration - Remote Web up to 25 workflows estimate pending final review by CobbleStone	100.00	$ 125.00	$ 12,500.00
DAC (Document Authoring) Template Configuration - Remote Web up to 150 document templates; up to 10 merge fields per template estimate pending final review by CobbleStone	300.00	$ 125.00	$ 37,500.00
Custom Report Configuration - Remote Web up to 20 Custom Reports estimate pending final review by CobbleStone	60.00	$ 125.00	$ 7,500.00
Technical Services			
Data Migration - Contract Metadata -1 Source - Remote Web Up to 20,000 Records with up to 40 user-defined fields Assumes structured/spreadsheet format for data/field mapping Estimated pending final CobbleStone review of data	50.00	$ 150.00	$ 7,500.00
Data Migration - Attachment Files/Documents - Remote Web Up to 60,000 Files/Documents, Up to 18 Gigabytes Assumes unique, logical identifier to match contract electronic file with contract metadata record Estimated pending final CobbleStone review of data	195.00	$ 150.00	$ 29,250.00
Integration Services - to be Determined	TBD		TBD
ADFS Setup & Configuration Services (Remote Only)			
Single Sign-on Authentication with 3rd Party Single Sign-on Vendor/Provider	1.00	$ 2,500.00	$ 2,500.00
Optional Professional Services Hours Sub-Total	**861.00**		**$116,125.00**

2. **The proposal shall specify billing rates for the various personnel who will be involved in the activities that will subsequently be identified.**

CobbleStone Systems Services Billing Rates

Service	Amount	Unit
On-site training consultation / configuration for up to 25 users	$ 1,250.00	Per Day (one day minimum increments)
Remote (online) training services for up to 10 connections	$ 125.00	hour
Remote (online) System Configuration Consultation Work Sessions (Remote)	$ 125.00	hour
Contract Template Configuration Services (Remote)	$ 125.00	hour
Workflow Configuration (Remote)	$ 125.00	hour
Contract Metadata Migration (Remote)	$ 150.00	hour
Files/Attachments Import (Remote)	$ 150.00	hour
System Integration Services (Remote)	$ 150.00	hour
Systems Customization Services (Remote)	$ 150.00	hour

Project Management (Remote)	$ 150.00	hour
Application Escrow Fee	$ 800.00	Per Year
Content Escrow Fee	$ 800.00	Per Year
Escrow Deposit Fee	$ 75.00	Per Deposit

* Prices are valid for 120 calendar days
*Pricing does not include travel fees, sales tax, use tax, VAT, or third-party software licenses and are invoiced separately to client if applicable.
*CobbleStone FEID: 550802494

3. **The proposal must list any other categories of ancillary expenses that may be billed. Note: The University will not reimburse travel, meals or lodging expenses.**

CobbleStone Systems Services Billing Rates

Service	**Amount**	**Unit**
On-site training consultation / configuration for up to 25 users	$ 1,250.00	Per Day (one day minimum increments)
Remote (online) training services for up to 10 connections	$ 125.00	hour
Remote (online) System Configuration Consultation Work Sessions (Remote)	$ 125.00	hour
Contract Template Configuration Services (Remote)	$ 125.00	hour
Workflow Configuration (Remote)	$ 125.00	hour
Contract Metadata Migration (Remote)	$ 150.00	hour
Files/Attachments Import (Remote)	$ 150.00	hour
System Integration Services (Remote)	$ 150.00	hour
Systems Customization Services (Remote)	$ 150.00	hour
Project Management (Remote)	$ 150.00	hour
Application Escrow Fee	$ 800.00	Per Year
Content Escrow Fee	$ 800.00	Per Year
Escrow Deposit Fee	$ 75.00	Per Deposit

* Prices are valid for 120 calendar days
*Pricing does not include travel fees, sales tax, use tax, VAT, or third-party software licenses and are invoiced separately to client if applicable.
*CobbleStone FEID: 550802494

4. **The university will determine the scope of work depending upon the project tasks that are recommended and will approve a maximum budget for each task based upon the schedule of fees and ancillary costs presented in the ITN.**

Please see sample project plans for SaaS (CobbleStone-hosted) or client-deployed (on-premise) options:

Attachment 02. CobbleStone CSS-SaaS-Hosted Template

E. COMPANY'S FINANCIAL VIABILITY AND GOODSTANDING

1. **Proposer must show adequate financial resources to perform the services required under this ITN (e.g., annual report, 10-K).**

   Please see *Attachment 03. CobbleStone Systems Annual Report 2013*

2. **Proposers who are corporations, partnerships, or any other legal entity, domestic or foreign, shall show that they are properly registered to do business in the State of Florida at the time of the proposal submission (see Appendix IV).**

   CobbleStone Systems Corp. is registered to do business in the State of Florida. Please see *Attachment 04. CobbleStone - Florida Registration*

Attachments

- Attachment 00b. CobbleStone - UCF ITN Acknowledgement Form
- Attachment 01. CobbleStone - User Licensing Options Guideline for Contract Insight Solutions
- Attachment 02. CobbleStone CSS-SaaS-Hosted Template
- Attachment 03. CobbleStone Systems Annual Report 2013
- Attachment 04. CobbleStone - Florida Registration
- Attachment 05. CobbleStone Response - Third Party Data Security Assurance Questionnaire
- Attachment 06. CobbleStone Signed - ITB 1307CCSA_ADDENDUM 1
- Attachment 07. CobbleStone Signed - ITB 1307CCSA_ADDENDUM 2
- Attachment 08. CobbleStone Signed - ITB 1307CCSA_ADDENDUM 3
- Attachment 09. CobbleStone - Contract_Insight_Enterprise_Hosting(SaaS)_Agreement_Template
- Attachment 10. CobbleStone - Appendix I - Evaluation Scoring Sheet
- Attachment 11. CobbleStone - Appendix II - Supplimental Offer Sheet Terms and Conditions
- Attachment 12. CobbleStone - Appendix III - Certificate of Non Segregated Facilities
- Attachment 13. CobbleStone - Appendix IV - Compliance of Certification of Good Standing

SUBMIT OFFER TO:
PURCHASING DEPARTMENT
UNIVERSITY OF CENTRAL FLORIDA
12479 RESEARCH PARKWAY, BLDG. 600
ORLANDO, FL 32826
Phone:(407) 823-2661 – Fax (407) 823-5551
www.purchasing.ucf.edu

University of Central Florida

INVITATION TO NEGOTIATE

Contractual Services

Acknowledgement Form

Page 1 of 34 Pages

OFFERS WILL BE OPENED **01/28/2014 @ 2:00 PM** and may not be withdrawn within 120 days after such date and time.

ITN NO: **1307CCSA**

UNIVERSITY MAILING DATE: **12/09/2013**

ITN TITLE: **Contract Management Database**

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER: 55-0802494

VENDOR NAME: CobbleStone Systems Corp.

VENDOR MAILING ADDRESS: 114 East Clements Bridge Road

CITY - STATE - ZIP CODE: Runnemede, NJ 08078

AREA CODE: 856

TELEPHONE NO.: 939-4600

TOLL FREE NO. 866-330-0056

FAX NO. 609-482-8023

REASON FOR NO OFFER

POSTING OF PROPOSAL TABULATIONS

Proposal tabulations with intended award(s) will be posted for review by interested parties at the Purchasing Department, our solicitation web page and the State of Florida's Vendor Bid System and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in UCF Regulation 7.130(5) at http://regulations.ucf.edu/chapter7/index.html shall constitute a waiver of proceedings under that regulation.

Government Classifications

Check all applicable

- ☐ **African American**
- ☐ **Asian-Hawaiian**
- ☐ **Hispanic**
- ☐ **Native American**
- ☐ **Non-Profit Organization**
- ☐ **Small Business Federal**
- ☐ **American Women**
- ☐ **Government Agency**
- ☐ **MBE Federal**
- ☐ **Non-Minority**
- ☐ **Pride**
- ☐ **Small Business State**

GENERAL CONDITIONS

1. SEALED OFFERS: All offer sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE OFFER PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the solicitation opening and the solicitation number. Offer prices not submitted on any attached price sheets when required shall be rejected. All offers are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are either automatically rejected with respect to non-compliance with non-negotiable terms and conditions or may be rejected, at UCF's sole discretion, with respect to any other terms and conditions.

2. EXECUTION OF OFFERS: Offers must contain a manual signature of authorized representative in the space provided above. Offers must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor must be initialed. The company name and F.E.I.D. or social security number must appear on each pricing page of the proposal as required.

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the vendor and that the vendor is in compliance with all requirements of the Invitation To Negotiate, including but not limited to, certification requirements. In submitting an offer to an agency for the State of Florida, the vendor offers and agrees that if the offer is accepted, the vendor will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the vendor.

3. NO OFFER SUBMITTED: If not submitting an offer, respond by returning only this offer acknowledgment form, marking it "NO OFFER," and explain the reason in the space provided above. Failure to respond without justification may be cause for removal of the company's name from the solicitation mailing list. NOTE: To qualify as a respondent, vendor must submit a "NO OFFER," and it must be received no later than the stated offer opening date and hour.

AUTHORIZED SIGNATURE (MANUAL)

Bradford Jones - Director of Sales
AUTHORIZED SIGNATURE PRINTED & TITLE

2/6/2014
DATE

Confidential User Licensing Options Guideline for Contract Insight Solutions - 20130601

This document is intended to promote a baseline understanding of CobbleStone application system software solution licensing options. **Note:** This document is not intended as a comprehensive price quote or calculator. Comprehensive price quotes may be obtained, from CobbleStone Systems Corp, upon request.

Contract Insight Solution pricing is based on the following components:

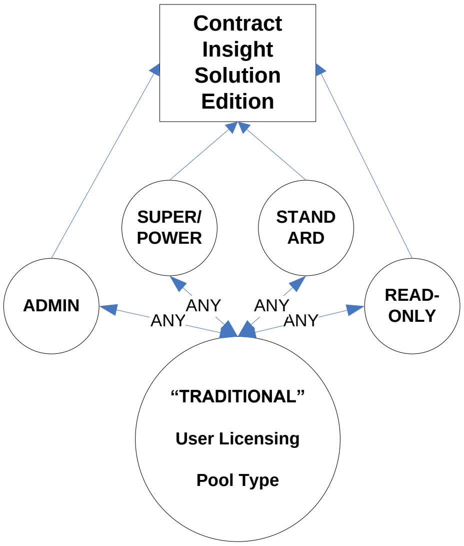
1. Application User Licensing Pool Type
2. Application System Deployment Type
3. User Licensing Type
4. User Licensing Level
5. Application System Add-on Modules, Connectors, Gateways, Portals, and Components

The first component, Application User Licensing Pool Type, deals with your organization's decision regarding how to pool the available user licensing seats to be utilized by your organization's user community. If your organization wishes to establish and manage a single common pool of available user licensing seats to service the access needs of the organization's entire application user community without regard to user roles/levels/groups, then your organization should select CobbleStone's TRADITIONAL Pool Type. This type of user licensing pool allows all available user licensing seats to be available for use by your organization's entire user universe defined in the application system. The EXPRESS and WorkGroup Editions are offered in the TRADITIONAL Pool Type only. If your organization wishes to establish and manage distinct segregated pools of available user licensing seats by user roles/levels/groups (ADMIN, SUPER/POWER, STANDARD, READ-ONLY) to service the access needs of the organization's entire application user community, then your organization should select CobbleStone's LEVELS Pool Type. This type of user licensing pool reserves available user licensing seats by user roles/levels/groups to be available for use by your organization's user universe defined in the application system that are assigned to the specific user/role/level/group. The ENTERPRISE Edition is offered in the TRADITIONAL Pool Type and the LEVELS Pool Type. In an effort to assist your organization with making this decision, the differences between these two (2) User Licensing Pool Types are identified below:

- TRADITIONAL
  - Available for ENTERPRISE, WorkGroup and EXPRESS Editions
  - One (1) common generic pool of user license seats
  - User License Seats cannot be reserved for use by specific user role/level/group (ADMIN, SUPER/POWER, STANDARD, READ-ONLY)
  - All users are eligible to utilize any of the available user license seats defined in the pool regardless of user role/level/group affiliation
  - Prioritized use of user license seats is not supported
- LEVELS
  - Available for the ENTERPRISE Edition only
  - One (1) segregated specific pool of user license seats established and managed for each supported user role/level/group:
    - ADMIN
    - SUPER/POWER
    - STANDARD
    - READ-ONLY
  - User License Seats are reserved for use by specific user role/level/group (ADMIN, SUPER/POWER, STANDARD, READ-ONLY)
    - User's may only utilize available user license seats that are associated with the user role/level/group that they assigned to
  - Prioritized use of user license seats is supported via assignment to a user role/level/group

Please refer to the diagram on the next page for additional insight.

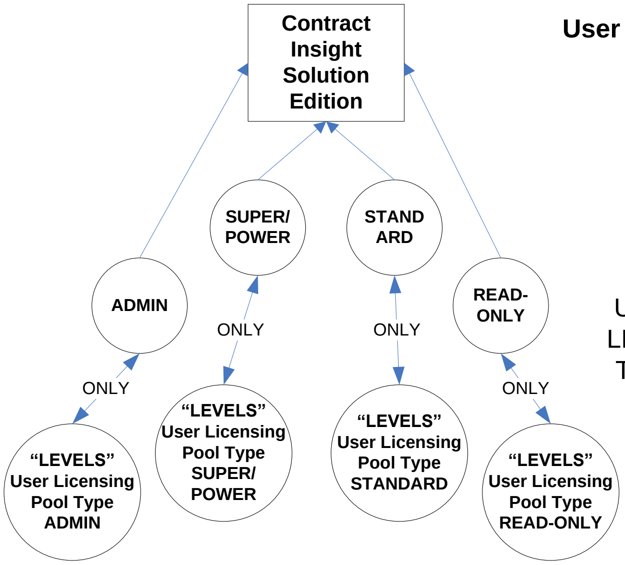
Contract Insight Solution Edition - User Licensing Pool Type Options



TRADITIONAL User Licensing Pool Type

Available for:
EXPRESS, WorkGroup,
ENTERPRISE

All user levels/types are eligible to utilize User Licenses that are managed as a TRADITIONAL User Licensing Pool Type


Contract Insight Solution Edition
SUPER/ POWER
STAND ARD
ADMIN
READ-ONLY
ONLY
ONLY
ONLY
ONLY
"LEVELS" User Licensing Pool Type ADMIN
"LEVELS" User Licensing Pool Type SUPER/ POWER
"LEVELS" User Licensing Pool Type STANDARD
"LEVELS" User Licensing Pool Type READ-ONLY

LEVELS User Licensing Pool Type

Available for:
ENTERPRISE only

Users are eligible to utilize User Licenses only from the LEVELS User Licensing Pool Type that is associated with managing their specific User Level/Role

The second component, Application System Deployment Type, deals with your organization's decision regarding where the application system is to be installed and hosted. If your organization wishes to host the application system software on their hardware server(s) and/or behind their firewall(s), the Deployment Type is known as "Client Locally Deployed". If your organization prefers to have CobbleStone Systems host the application system software, the Deployment Type is known as CobbleStone Hosted in a "Software as a Service" (SaaS) delivery environment. In an effort to assist your organization with making this decision, the differences between these two (2) Deployment Types are identified below:

- Client Locally Deployed
    - Available for ENTERPRISE and WorkGroup Editions
    - Application Software is installed and hosted on the organization's server(s) and behind the organization's firewall(s), and utilizing the organization's infrastructure and network
    - The organization bears the responsibility and expense of providing, managing, monitoring, supporting, administering and troubleshooting all associated organization servers, server software, firewalls, peripherals, networking, infrastructure and interconnectivity components.
    - Involves a one-time perpetual licensing fee for the Application Core System, Add-on Modules, Add-on Gateway Portals, Add-on Connectors, Third-Party software platform integration connectors, and Application Users.
    - Involves an annual Maintenance & Support fee for the Application Core System, Add-on Modules, Add-on Gateway Portals, Add-on Connectors, Third-Party software platform integration connectors, and Application Users.
    - Provides optional licensed Web Service API Connector accessibility to the Application System for the purpose of additional interfacing and/or integration
    - Provides "Database Direct" accessibility to the Application System for the purpose of interfacing and/or integration
    - Provides lower cost optional Active Directory Integration implementation
    - Involves higher first year implementation costs/expenses, and lower annually recurring costs/expenses

- CobbleStone "Software as a Service" (SaaS)
    - Available for ENTERPRISE and EXPRESS Editions
    - Application Software is installed and hosted on CobbleStone's Hosting Partner's servers and behind the Hosting Partner's firewall(s), and utilizing the Hosting Partner's infrastructure and network
    - CobbleStone and The Hosting Partner bears the responsibility and expense of providing, managing, monitoring, supporting, administering and troubleshooting all associated Hosting Partner servers, server software, firewalls, peripherals, networking, infrastructure and interconnectivity components.
    - Involves a recurring Annual Subscription licensing fee for the Application Core System, Add-on Modules, Add-on Gateway Portals, Add-on Connectors, Third-Party software platform integration connectors, and Application Users.
    - The recurring Annual Subscription licensing fee includes the Maintenance & Support fee for the Application Core System, Add-on Modules, Add-on Gateway Portals, Add-on Connectors, Third-Party software platform integration connectors, and Application Users.
    - Provides optional licensed Web Service API Connector accessibility to the Application System; required for the purpose of interfacing and/or integration
    - Provides optional licensed Active Directory Federated Services Connector for Active Directory Integration implementation
    - Involves lower first year implementation costs/expenses, and higher annually recurring costs/expenses

The third component, User Licensing Type, deals with your organization's decision regarding **Named** Users versus **Concurrent** Users. CobbleStone Systems offers organizations flexibility when making their decision on Contract Insight ENTERPRISE Edition user licenses by providing two choices, **Concurrent** user licenses or **Named** user licenses. The following are user license definitions:

Concurrent User License

CobbleStone Systems offers Concurrent user licenses for Contract Insight Enterprise Edition and defines concurrent users as the total number of users accessing the Licensed Software within a specified Server Session time-out period. An unlimited number of named users may be defined and have access privileges (**active** username and password) to the system and receive email alerts and calendar notifications. NOTE: Concurrent user licenses may be purchased in any quantity above 5 concurrent user licenses (e.g. 18 licenses, 32 licenses, etc.) before initial deployment and in any quantity (e.g. 1 license, 3 licenses, etc.) after initial deployment. Concurrent User Licensing is available for the ENTERPRISE Edition only.

Named User License

CobbleStone Systems offers Named user licenses for Contract Insight Enterprise Edition and defines named users as individuals authorized by the Application Administrator to use the system which is installed on a single server or multiple servers regardless of whether or not the individual is actively using the system at any given time. A user must be named and activated to have access privileges (**active** username and password) . NOTE: Named user licenses may be purchased in any quantity above 5 named user licenses (e.g. 18 licenses, 32 licenses, etc.) before initial deployment and in any quantity (e.g. 1 license, 3 licenses, etc.) after initial deployment. Named User Licensing is available for the ENTERPRISE, WorkGroup, and EXPRESS Editions.

In an effort to assist your organization with making this decision, the primary distinction between **Concurrent** User Licenses and **Named** User Licenses follows:

> **Concurrent** User Licenses are a pooled resource to be shared amongst the organization's user universe, while **Named** User Licenses are dedicated to a specific named individual user and cannot be shared with any other potential users without first deactivating the assigned named user.
>
> **Note: User Licensing Type Ratio,** deals with your organization's decision regarding the ratio of Named Users to Concurrent User Licensing. The most prominently accepted industry standard for this ratio is 2 or 3 Named Users per Concurrent User License. CobbleStone Systems typically develops and provides Pricing Schedules for a ratio of 2 Named Users per Concurrent User License and 3 Named Users per Concurrent User License. This will enable your organization to select a licensing ratio which most closely reflects your organization's budget and needs based on your organization's User Demand Usage Model.

The fourth component, User Licensing Level, deals with user license roles, access, and privileges for your organization's User Universe (the "LEVELS" User Licensing Pool Type). This section applies to the ENTERPRISE Edition only. *If you have decided that your organization will be opting for the "TRADITIONAL" User Licensing Pool Type, then you can skip this particular section. If you have decided that your organization will be opting for the EXPRESS or WorkGroup Editions, then you can skip this particular section.* CobbleStone Systems offers organizations flexibility when making their decision on Contract Insight ENTERPRISE Edition user license levels by providing four choices, **ADMIN** (Application Administrators) user licenses, **SUPER/POWER** (Power users with limited ADMIN privileges) user licenses, **STANDARD** (users with "CRUD" privileges on application data) user licenses, and **READ-ONLY** (users with Read-Only privileges) user licenses. In an effort to assist your organization with selecting appropriate licensing levels, the following Summary and Detail Permissions Crossreference identifies a sample universe of roles, access, privileges, and restrictions associated with each Contract Insight Enterprise Edition Licensing Level.

Summary Permissions Cross-Reference:

Contract Insight User Licensing Levels are potentially very closely aligned with the Application Role(s) that a user in your organization is intended to perform within the Contract Insight Application System. These Levels/Roles are:

1. ADMIN

a. **Application System Administrator** – has all permissions and no restrictions by default, and these permissions and restrictions cannot be overridden.

b. **Application Administrator** – has no default permissions and restrictions, and may be assigned permission to perform any of the available granular Application Activities except/excluding:

Cannot perform any of the following:

- i. Manage Security Groups
- ii. Manage Image Library
- iii. Account Maintenance
    1. Transfer Contracts
    2. Transfer Tasks
    3. Manage Global Header/Footer
    4. Bulk Data Importer
    5. Bulk File Importer
    6. Mass/Global Maintenance
    7. Create New Table
    8. Manage Security Groups
- iv. Application Configuration Wizard
- v. Custom Report Designer

2. SUPER/POWER

a. has no default permissions and restrictions, and may be assigned permission to perform any of the available granular Application Activities except/excluding:

Cannot perform any of the following:

- i. Manage Employees/Users
- ii. Manage Employee/User Permissions
- iii. Field Manager

        1. Manage Fields
        2. Manage Fields by Contract Type
    iv. Manage Security Groups
    v. Manage Image Library
    vi. Account Maintenance
        1. Transfer Contracts
        2. Transfer Tasks
        3. Manage Global Header/Footer
        4. Bulk Data Importer
        5. Bulk File Importer
        6. Mass/Global Maintenance
        7. Create New Table
        8. Manage Security Groups
    vii. Manage Workflows
    viii. Application Configuration Wizard
    ix. Custom Report Designer

3. STANDARD

a. has no default permissions and restrictions, and may be assigned permission to perform any of the available granular Application Activities <u>except/excluding</u>:

<u>Cannot perform any of the following:</u>

- i. Manage Departments/Divisions
- ii. Manage Locations
- iii. Manage Contract Types
- iv. Manage Contract Occurrences
- v. Manage Contract Categories
- vi. Manage Clause Library
- vii. Manage Solicitation Types
- viii. Manage Employees/Users
- ix. Manage Employee/User Permissions
- x. Manage Companies (Vendors/Clients/Customers/Suppliers/Providers)
- xi. Field Manager
    1. Manage Fields
    2. Manage Fields by Contract Type
- xii. Manage Security Groups
- xiii. Manage Image Library
- xiv. Account Maintenance
    1. Transfer Contracts
    2. Transfer Tasks
    3. Manage Global Header/Footer
    4. Bulk Data Importer
    5. Bulk File Importer
    6. Mass/Global Maintenance
    7. Create New Table
    8. Manage Security Groups
- xv. Manage Workflows
- xvi. Application Configuration Wizard
- xvii. Custom Report Designer

4. READ-ONLY

  a. has no default permissions and restrictions, and may be assigned permission to perform any of the available ***Display and/or Search and/or View*** Application Activities
  b. cannot update or add any data/information
  c. cannot Approve/Reject
  d. cannot create any ad-hoc reports

DEFINITIONS:

1. ***Restrictions*** – limitations placed on permissions granted for specified Application Activities
   a. Example:
      i. ALL – as in View All
      ii. DEPARTMENT – as in View my Department(s)
      iii. ASSIGNED – as in View Assigned to Me
2. ***Permissions*** – authorization to perform specified Application Activities
   a. Example:
      i. View All Contracts
      ii. Manage My Department's Tasks
      iii. Display My Contract Task Alerts
3. ***Application Activities*** – activities within the Contract Insight Application System that a user may be granted permission to perform based on the restrictions associated with the specified/assigned permission.
4. ***User Level Licenses*** – establishes a user level specific pool of available concurrent user licenses which may be shared by the universe of users that are identified as a member of the specified user level/role. Available user level licenses may only be used by the universe of users that have been identified as a member of the specified user level/role.

Detail Permissions Cross-Reference:

Roles / Access / Privileges / Permissions	License Level Restrictions			
	Admin	Super / Power	Standard	ReadOnly
Calendar: Display All Contract Record Alerts	Y	Y	Y	Y
Calendar: Display All Contract Task Alerts	Y	Y	Y	Y
Calendar: Display All Solicitation Record Alerts	Y	Y	Y	Y
Calendar: Display All Solicitation Task Alerts	Y	Y	Y	Y
Calendar: Display My Contract Dept. Record Alerts	Y	Y	Y	Y
Calendar: Display My Contract Dept. Task Alerts	Y	Y	Y	Y
Calendar: Display My Contract Record Alerts	Y	Y	Y	Y
Calendar: Display My Contract Task Alerts	Y	Y	Y	Y
Calendar: Display My Solicitation Dept. Record Alerts	Y	Y	Y	Y
Calendar: Display My Solicitation Dept. Task Alerts	Y	Y	Y	Y
Calendar: Display My Solicitation Record Alerts	Y	Y	Y	Y

Calendar: Display My Solicitation Task Alerts	Y	Y	Y	Y
Calendar: Export to iCal	Y	Y	Y	Y
Contract Requests: Add	Y	Y	Y	
Contract Requests: Delete My	Y	Y	Y	
Contract Requests: Delete My Dept.	Y	Y	Y	
Contract Requests: Edit/Manage All	Y	Y	Y	
Contract Requests: Edit/Manage My	Y	Y	Y	
Contract Requests: Edit/Manage My Dept.	Y	Y	Y	
Contract Requests: Search/View All	Y	Y	Y	Y
Contract Requests: Search/View My	Y	Y	Y	Y
Contract Requests: Search/View My Dept.	Y	Y	Y	Y
Contracts: Add	Y	Y	Y	
Contracts: Attachments - Add for My Contracts	Y	Y	Y	
Contracts: Attachments - Add for My Depts.	Y	Y	Y	
Contracts: Attachments - Delete for My Contracts	Y	Y	Y	
Contracts: Attachments - Delete for My Depts.	Y	Y	Y	
Contracts: Basic Templates - Allow Export to Word	Y	Y	Y	
Contracts: Basic Templates - Allow View Access	Y	Y	Y	Y
Contracts: Basic Templates - Edit All	Y	Y	Y	
Contracts: Basic Templates - Edit for My Contracts	Y	Y	Y	
Contracts: Basic Templates - Edit for My Dept Contracts	Y	Y	Y	
Contracts: Copy Contract	Y	Y	Y	
Contracts: Delete Any	Y	Y	Y	
Contracts: Delete My Contracts	Y	Y	Y	
Contracts: Delete My Department Contracts	Y	Y	Y	
Contracts: Edit All Contracts	Y	Y	Y	
Contracts: Edit My Contracts	Y	Y	Y	
Contracts: Edit My Department Contracts	Y	Y	Y	
Contracts: Links - Add for My Contracts	Y	Y	Y	
Contracts: Links - Add for My Depts.	Y	Y	Y	
Contracts: Links - Delete for My Contracts	Y	Y	Y	
Contracts: Links - Delete for My Depts.	Y	Y	Y	
Contracts: Notes - Add	Y	Y	Y	
Contracts: Notes - Delete	Y	Y	Y	
Contracts: Search: All Contracts in system	Y	Y	Y	Y
Contracts: Search: My Departments Contracts	Y	Y	Y	Y
Contracts: Search: Only My Contracts	Y	Y	Y	Y
Contracts: Search: View Contracts from Search	Y	Y	Y	Y
Contracts: Tasks - Add	Y	Y	Y	
Contracts: Tasks - Add for My Dept. Contracts	Y	Y	Y	

Contracts: Tasks - Add on My Contracts	Y	Y	Y	
Contracts: Tasks - Delete My Department Tasks	Y	Y	Y	
Contracts: Tasks - Delete My Tasks	Y	Y	Y	
Contracts: Tasks - Edit My Department Tasks	Y	Y	Y	
Contracts: Tasks - Edit My Tasks	Y	Y	Y	
Contracts: View all Contracts	Y	Y	Y	Y
Contracts: View Contracts in My Departments	Y	Y	Y	Y
Contracts: View My Contracts	Y	Y	Y	Y
Document Authoring: Manage Merged Doc Sections	Y	Y	Y	
Document Authoring: Manage Templates	Y			
Purchase Orders: Add New	Y	Y	Y	
Purchase Orders: Attachments: Add All	Y	Y	Y	
Purchase Orders: Attachments: Add for My	Y	Y	Y	
Purchase Orders: Attachments: Add for My Dept	Y	Y	Y	
Purchase Orders: Attachments: Delete All	Y	Y	Y	
Purchase Orders: Attachments: Delete for My	Y	Y	Y	
Purchase Orders: Attachments: Delete for My Dept	Y	Y	Y	
Purchase Orders: Delete All	Y	Y	Y	
Purchase Orders: Delete My	Y	Y	Y	
Purchase Orders: Delete My Depts.	Y	Y	Y	
Purchase Orders: Edit All	Y	Y	Y	
Purchase Orders: Edit My	Y	Y	Y	
Purchase Orders: Edit My Depts.	Y	Y	Y	
Purchase Orders: View All	Y	Y	Y	Y
Purchase Orders: View My	Y	Y	Y	Y
Purchase Orders: View My Depts.	Y	Y	Y	Y
Ratings: Delete My Contract/Vendor Ratings	Y	Y	Y	
Ratings: Rate All Contracts	Y	Y	Y	
Ratings: Rate My Departments Contracts	Y	Y	Y	
Ratings: Rate Only My Contracts	Y	Y	Y	
Reports: Manage All Ad-Hoc Reports/Searches	Y	Y		
Reports: Manage Custom Searches	Y	Y		
Reports: Manage My Ad-Hoc Reports/Searches	Y	Y	Y	
Reports: Manage Report Designer	Y	Y		
Setup: Contract Categories - Manage	Y	Y		
Setup: Contract Occurance List - Manage	Y	Y		
Setup: Contract Types - Manage	Y	Y		
Setup: Departments - Manage	Y	Y		
Setup: Employees/Users - Manage	Y			
Setup: Field Manager	Y			

Setup: Location List - Manage	Y	Y		
Setup: Manage Contract Clauses	Y	Y		
Setup: Solicitation Types - Manage	Y	Y		
Setup: Status List - Manage	Y	Y		
Setup: Vendors/Customers - Add	Y	Y		
Setup: Vendors/Customers - Manage	Y	Y		
Setup: Vendors/Customers - View	Y	Y	Y	Y
Setup: Workflow - View	Y	Y	Y	Y
Setup: Workflows - Manage	Y	Y		
Solicitations - Add Contracts	Y	Y	Y	
Solicitations: Add	Y	Y	Y	
Solicitations: Add Notes	Y	Y	Y	
Solicitations: Add Tasks - Limit to User	Y	Y	Y	
Solicitations: Add Tasks - Limit to User Depts.	Y	Y	Y	
Solicitations: Delete My	Y	Y	Y	
Solicitations: Delete My Departments	Y	Y	Y	
Solicitations: Delete My Dept. Tasks	Y	Y	Y	
Solicitations: Delete My Tasks	Y	Y	Y	
Solicitations: Edit All	Y	Y	Y	
Solicitations: Edit My	Y	Y	Y	
Solicitations: Edit My Departments	Y	Y	Y	
Solicitations: Edit My Dept. Tasks	Y	Y	Y	
Solicitations: Edit My Tasks	Y	Y	Y	
Solicitations: Notes: Delete	Y	Y	Y	
Solicitations: Search: All Solicitations in system	Y	Y	Y	Y
Solicitations: Search: My Departments Solicitations	Y	Y	Y	Y
Solicitations: Search: Only My Solicitations	Y	Y	Y	Y
Solicitations: Search: View Solicitations from Search	Y	Y	Y	Y
Solicitations: View All	Y	Y	Y	Y
Solicitations: View My	Y	Y	Y	Y
Solicitations: View My Departments	Y	Y	Y	Y

The fifth component, Application System Add-on Modules/Connectors/Gateways/Portals/Components, deals with application system add-ons which extend and expand the universe of features and functionality within Contract Insight Solutions. Please refer to the optional features and functionality lists specified earlier in this document associated with the Contract Insight Solution Edition that you are interested in. Pricing for all Contract Insight Solution application system add-ons is based on and specified as a percentage (%) of your organization's total cumulative Core System and User Licensing.

In summary, (Core System Licensing and User Licensing), CobbleStone's application system software licensing is specified for both the Core System and the User Universe. The Core System Licensing is a fixed fee and the User Licensing is a variable fee based on the number of application system software users to be licensed. User License Pricing is tiered and discounted based on volume.

2013 FOREIGN PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# F09000004598

Entity Name: COBBLESTONE SYSTEMS CORPORATION

FILED
Jan 23, 2013
Secretary of State

Current Principal Place of Business:

114 E CLEMENTS BRIDGE RD
RUNNEMEDE, NJ 08078

Current Mailing Address:

114 E CLEMENTS BRIDGE RD
RUNNEMEDE, NJ 08078

FEI Number: 55-8082494

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

INCORP SERVICES, INC.
17888 67TH COURT NORTH
LOXAHATCHEE, FL 33470 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: ______________________________

Electronic Signature of Registered Agent — Date

Officer/Director Detail Detail :

Title	CHRM	Title	VCHR
Name	NASTASI, TARA	Name	NASTASI, MARK
Address	23 BRYCES COURT	Address	23 BRYCES COURT
City-State-Zip:	SICKLERVILLE NJ 08081	City-State-Zip:	SICKLERVILLE NJ 08081

Title	CEOP
Name	NASTASI, TARA
Address	23 BRYCES COURT
City-State-Zip:	SICKLERVILLE NJ 08081

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: MARK NASTASI VP 01/23/2013

Electronic Signature of Signing Officer/Director Detail — Date

ID	ℹ	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		**CobbleStoneSystems - ClientName - SaaS Hosted - CI Enterprise Contract Management ProjectPlan Template - 20111101**	**217.75 days**	**Tue 1/3/12**	**Thu 11/1/12**		
2		Receive ClientName PO & Executed License Agreement	1 day	Tue 1/3/12	Tue 1/3/12		CSS Exec Team
3		**Initiation & Kickoff**	**27.25 days**	**Wed 1/4/12**	**Fri 2/10/12**	**2**	
4		**Local Data Center Active Directory Federated Services (ADFS) Prep**	**27.25 days**	**Wed 1/4/12**	**Fri 2/10/12**		
5		**Local Data Center Active Directory Federated Services (ADFS) Prep Conference Call**	**0.25 days**	**Wed 1/4/12**	**Wed 1/4/12**		
6		Review Active Directory Federated Services (ADFS) Requirements	0.25 days	Wed 1/4/12	Wed 1/4/12		CSS SysInstall,CL IT DBA,Cl
7		Review ADFS Prep Next Steps	0.25 days	Wed 1/4/12	Wed 1/4/12		CSS SysInstall,CL IT DBA,Cl
8		**Local Data Center ADFS Prep Next Steps**	**7 days**	**Wed 1/4/12**	**Fri 1/13/12**	**5**	
9		Develop ADFS Prep Action Plan	5 days	Wed 1/4/12	Wed 1/11/12		CL IT DBA,CL IT SysAdmin
10		Client Review and Revise ADFS Prep Action Plan	0.5 days	Wed 1/11/12	Wed 1/11/12	9	CL PM
11		Publish ADFS Prep Action Plan	0.5 days	Wed 1/11/12	Thu 1/12/12	10	CL PM
12		CSS Review ADFS Prep Action Plan	0.5 days	Thu 1/12/12	Thu 1/12/12	11	CSS PM
13		Update Client Specific Project Plan with Local Data Center ADFS Prep Milestones	0.5 days	Thu 1/12/12	Fri 1/13/12	12	CSS PM
14		Update Client Specific Project Plan with Local Data Center ADFS Date(s)	0.5 days	Thu 1/12/12	Fri 1/13/12	12	CSS PM
15		Local Data Center ADFS Prep Planning Completed	0 days	Fri 1/13/12	Fri 1/13/12	13,14	
16		**Local Data Center ADFS Prep Activities**	**20 days**	**Fri 1/13/12**	**Fri 2/10/12**	**15**	
17		Install, Configure & Test Required Hardware	20 days	Fri 1/13/12	Fri 2/10/12		CL IT DBA,CL IT SysAdmin
18		Install, Configure & Test Required Infrastructure	20 days	Fri 1/13/12	Fri 2/10/12		CL IT DBA,CL IT SysAdmin
19		Install, Configure & Test Required Microsoft ADFS Software & Services	20 days	Fri 1/13/12	Fri 2/10/12		CL IT DBA,CL IT SysAdmin
20		Local Data Center ADFS Prep Activities Completed	0 days	Fri 2/10/12	Fri 2/10/12	16	
21		Local Data Center ADFS Prep Completed	0 days	Fri 2/10/12	Fri 2/10/12	4	
22		**Project Planning**	**13 days**	**Wed 1/4/12**	**Fri 1/20/12**	**2**	
23		Create Client Specific Project Plan from CSS Template	3 days	Wed 1/4/12	Fri 1/6/12		CSS PM
24		Review Client Specific Project Plan	3 days	Mon 1/9/12	Wed 1/11/12	23	CL ProjSponsor
25		**Identify Client Project Team Resources**	**0.5 days**	**Mon 1/9/12**	**Mon 1/9/12**	**23**	
26		Client Project Sponsor	0.5 days	Mon 1/9/12	Mon 1/9/12		CL ProjSponsor
27		Client Project Application Management Team	0.5 days	Mon 1/9/12	Mon 1/9/12		CL ProjSponsor
28		Client Project Manager	0.5 days	Mon 1/9/12	Mon 1/9/12		CL ProjSponsor
29		Client Project Business Analyst	0.5 days	Mon 1/9/12	Mon 1/9/12		CL ProjSponsor
30		Client Project IT DBA	0.5 days	Mon 1/9/12	Mon 1/9/12		CL ProjSponsor
31		Client Project IT Systems Admin	0.5 days	Mon 1/9/12	Mon 1/9/12		CL ProjSponsor
32		Client Project IS Systems Integration Subject Matter Experts (SMEs)	0.5 days	Mon 1/9/12	Mon 1/9/12		CL ProjSponsor
33		Client Project Application Admin Team	0.5 days	Mon 1/9/12	Mon 1/9/12		CL ProjSponsor
34		Client Project Application End User Test Team	0.5 days	Mon 1/9/12	Mon 1/9/12		CL ProjSponsor
35		**Client Specific Project Planning Session #1**	**2.5 days**	**Thu 1/12/12**	**Mon 1/16/12**	**24,25**	
36		Review Client Specific Project Plan	1 day	Thu 1/12/12	Thu 1/12/12		CL PM
37		Update Client Specific Project Plan Tasks & Resources	1 day	Thu 1/12/12	Thu 1/12/12		CSS PM
38		Update Client Specific Project Plan Dependencies & Milestones	1 day	Thu 1/12/12	Thu 1/12/12		CSS PM
39		Publish Client Specific Project Plan	0.5 days	Fri 1/13/12	Fri 1/13/12	36,37,38	CSS PM
40		Review Client Specific Project Plan	1 day	Fri 1/13/12	Mon 1/16/12	39	CL Exec Team,CL ProjSpons
41		**Client Specific Project Planning Session #2**	**1.5 days**	**Thu 1/19/12**	**Fri 1/20/12**	**35FS+3 days**	
42		Revise Client Specific Project Plan as necessary	0.5 days	Thu 1/19/12	Thu 1/19/12		CSS PM

ID	ℹ	Task Name	Duration	Start	Finish	Predecessors	Resource Names
43		Publish Final Client Specific Project Plan	0.5 days	Thu 1/19/12	Thu 1/19/12		CSS PM
44		Approve/Certify & Signoff	1 day	Fri 1/20/12	Fri 1/20/12	42,43	CL ProjSponsor
45		Project Planning Completed	0 days	Fri 1/20/12	Fri 1/20/12	22	
46		**Client SaaS System & Environment Preparation**	**4 days**	**Fri 1/13/12**	**Thu 1/19/12**	**15**	
47		Build Client SaaS User Application System Environment	1.5 days	Fri 1/13/12	Mon 1/16/12		CSS SysInstall
48		Install Client SaaS User Application System Environment	1.5 days	Mon 1/16/12	Wed 1/18/12	47	CSS SysInstall
49		Notify Client by sending Master Administrator Login Credentials for Client SaaS System & Environment	0.25 days	Wed 1/18/12	Wed 1/18/12	48	CSS PM
50		Receive Master Administrator Login Credentialss for Client SaaS System & Environment	0.25 days	Wed 1/18/12	Wed 1/18/12	49	CL PM
51		Approve/Certify & Signoff	0.5 days	Wed 1/18/12	Thu 1/19/12	50	CL ProjSponsor
52		Client SaaS System & Environment Ready for Application Configuration Activities	0 days	Thu 1/19/12	Thu 1/19/12	46	
53		**Client Project Kickoff**	**5 days**	**Mon 1/23/12**	**Fri 1/27/12**	**45**	
54		**Client Kickoff Session #1**	**3 days**	**Mon 1/23/12**	**Wed 1/25/12**		
55		**Prepare Client Requirement-Specifications Capture Templates**	**2 days**	**Mon 1/23/12**	**Tue 1/24/12**		
56		User Defined Fields	0.5 days	Mon 1/23/12	Mon 1/23/12		CSS SrAppAdmin
57		Master Refefrence Data	0.5 days	Mon 1/23/12	Mon 1/23/12	56	CSS SrAppAdmin
58		Vendor/Supplier/Provider/Client/Customer Data	0.5 days	Tue 1/24/12	Tue 1/24/12	57	CSS SrAppAdmin
59		Employee/User Data	0.5 days	Tue 1/24/12	Tue 1/24/12	58	CSS SrAppAdmin
60		Preparation of Client Requirement-Specifications Capture Templates Completed	0 days	Tue 1/24/12	Tue 1/24/12	55	
61		**Review Scope of Client Requirement-Specifications Activities**	**1 day**	**Wed 1/25/12**	**Wed 1/25/12**	**60**	
62		User Defined Field Data Topics	0.25 days	Wed 1/25/12	Wed 1/25/12		CSS SrAppAdmin,CL PM,CL
63		Master Refefrence Data Topics	0.25 days	Wed 1/25/12	Wed 1/25/12	62	CSS SrAppAdmin,CL PM,CL
64		Vendor/Supplier/Provider/Client/Customer Data Topics	0.25 days	Wed 1/25/12	Wed 1/25/12	63	CSS SrAppAdmin,CL PM,CL
65		Employee/User Data Topics	0.25 days	Wed 1/25/12	Wed 1/25/12	64	CSS SrAppAdmin,CL PM,CL
66		Client Requirement-Specifications Activities Scope Review Completed	0 days	Wed 1/25/12	Wed 1/25/12	61	
67		Client Kickoff Session #1 Completed	0 days	Wed 1/25/12	Wed 1/25/12	54	
68		**Client Kickoff Session #2**	**1 day**	**Thu 1/26/12**	**Thu 1/26/12**	**67**	
69		**Review Scope of Advanced Client Requirement-Specifications Activities**	**1 day**	**Thu 1/26/12**	**Thu 1/26/12**		
70		Template Topics	0.5 days	Thu 1/26/12	Thu 1/26/12		CSS SrAppAdmin,CL PM,CL
71		Contract Type Field Assignment Topics	0.5 days	Thu 1/26/12	Thu 1/26/12	70	CSS SrAppAdmin,CL PM,CL
72		Advanced Client Requirement-Specifications Activities Scope Review Completed	0 days	Thu 1/26/12	Thu 1/26/12	69	
73		Client Kickoff Session #2 Completed	0 days	Thu 1/26/12	Thu 1/26/12	68	
74		**Client Kickoff Session #3**	**1 day**	**Fri 1/27/12**	**Fri 1/27/12**	**73**	
75		**Review Scope of Expert Client Requirement-Specifications Activities**	**1 day**	**Fri 1/27/12**	**Fri 1/27/12**		
76		Permission & Security Group Topics	0.5 days	Fri 1/27/12	Fri 1/27/12		CSS SrAppAdmin,CL PM,CL
77		UAT Topics	0.5 days	Fri 1/27/12	Fri 1/27/12	76	CSS SrAppAdmin,CL PM,CL
78		Expert Client Requirement-Specifications Activities Scope Review Completed	0 days	Fri 1/27/12	Fri 1/27/12	75	
79		Client Kickoff Session #3 Completed	0 days	Fri 1/27/12	Fri 1/27/12	74	
80		Client Project Kickoff Completed	0 days	Fri 1/27/12	Fri 1/27/12	53	
81		Initiation & Kickoff Completed	0 days	Fri 2/10/12	Fri 2/10/12	3	
82		**Translate Client Requirements into Specifications**	**53.5 days**	**Fri 2/17/12**	**Wed 5/2/12**	**81FS+5 days**	
83		**Identify & Document Client Master Reference Data Specifications in CSS Templates**	**3 days**	**Fri 2/17/12**	**Wed 2/22/12**		
84		Review & Discuss Requirements and Specifcation Translation	1 day	Fri 2/17/12	Mon 2/20/12		CSS SrAppAdmin,CL PM,CL

ID	ℹ	Task Name	Duration	Start	Finish	Predecessors	Resource Names
85		Departments/Divisions	1 day	Fri 2/17/12	Mon 2/20/12		CL PM,CL BA,CL AppAdmin
86		Locations	1 day	Fri 2/17/12	Mon 2/20/12		CL PM,CL BA,CL AppAdmin
87		Contract Types	1 day	Fri 2/17/12	Mon 2/20/12		CL PM,CL BA,CL AppAdmin
88		Solicitation/Bid/Sourcing Types	1 day	Fri 2/17/12	Mon 2/20/12		CL PM,CL BA,CL AppAdmin
89		Contract Categories	1 day	Fri 2/17/12	Mon 2/20/12		CL PM,CL BA,CL AppAdmin
90		**Status**	**1 day**	**Fri 2/17/12**	**Mon 2/20/12**		
91		Contract	1 day	Fri 2/17/12	Mon 2/20/12		CL PM,CL BA,CL AppAdmin
92		Solicitation/Bid/Sourcing	1 day	Fri 2/17/12	Mon 2/20/12		CL PM,CL BA,CL AppAdmin
93		Client User-Defined Master Reference Data Fields	1 day	Fri 2/17/12	Mon 2/20/12		CL PM,CL BA,CL AppAdmin
94		Review Specifications & Provide Feedback	1 day	Mon 2/20/12	Tue 2/21/12	84,85,86,87,88,89,90,91,92,93	CSS SrAppAdmin,CSS PM
95		Revise Specifications as Necessary	0.5 days	Tue 2/21/12	Tue 2/21/12	94	CL PM,CL BA,CL AppAdmin
96		Approve/Certify & Signoff	0.5 days	Tue 2/21/12	Wed 2/22/12	95	CL PM
97		Client Master Reference Data Specifications in CSS Templates Completed	0 days	Wed 2/22/12	Wed 2/22/12	83	
98		**Identify & Document Client Vendor/Supplier/Provider Data Specifications in CSS Templates**	**3 days**	**Wed 2/22/12**	**Mon 2/27/12**	**97**	
99		Review & Discuss Requirements and Specifcation Translation	1 day	Wed 2/22/12	Thu 2/23/12		CSS SrAppAdmin,CL PM,CL
100		Vendor/Supplier/Provider	1 day	Wed 2/22/12	Thu 2/23/12		CL PM,CL BA,CL AppAdmin
101		Client User-Defined Vendor/Supplier/Provider Data Fields	1 day	Wed 2/22/12	Thu 2/23/12		CL PM,CL BA,CL AppAdmin
102		Review Specifications & Provide Feedback	1 day	Thu 2/23/12	Fri 2/24/12	99,100,101	CSS SrAppAdmin,CSS PM
103		Revise Specifications as Necessary	0.5 days	Fri 2/24/12	Fri 2/24/12	102	CL PM,CL BA,CL AppAdmin
104		Approve/Certify & Signoff	0.5 days	Fri 2/24/12	Mon 2/27/12	103	CL PM
105		Client Vendor/Supplier/Provider Data Specifications in CSS Templates Completed	0 days	Mon 2/27/12	Mon 2/27/12	98	
106		**Identify & Document Client Employee/User Data Specifications in CSS Templates**	**3 days**	**Mon 2/27/12**	**Thu 3/1/12**	**105**	
107		Review & Discuss Requirements and Specifcation Translation	1 day	Mon 2/27/12	Tue 2/28/12		CSS SrAppAdmin,CL PM,CL
108		Employee/User	1 day	Mon 2/27/12	Tue 2/28/12		CL PM,CL BA,CL AppAdmin
109		Client User-Defined Employee/User Data Fields	1 day	Mon 2/27/12	Tue 2/28/12		CL PM,CL BA,CL AppAdmin
110		Review Specifications & Provide Feedback	1 day	Tue 2/28/12	Wed 2/29/12	107,108,109	CSS SrAppAdmin,CSS PM
111		Revise Specifications as Necessary	0.5 days	Wed 2/29/12	Wed 2/29/12	110	CL PM,CL BA,CL AppAdmin
112		Approve/Certify & Signoff	0.5 days	Wed 2/29/12	Thu 3/1/12	111	CL PM
113		Client Employee/User Data Specifications in CSS Templates Completed	0 days	Thu 3/1/12	Thu 3/1/12	106	
114		**Identify & Document Client Contract Data Specifications in CSS Templates**	**3 days**	**Thu 3/1/12**	**Tue 3/6/12**	**113**	
115		Review & Discuss Requirements and Specifcation Translation	1 day	Thu 3/1/12	Fri 3/2/12		CSS SrAppAdmin,CL PM,CL
116		Contract	1 day	Thu 3/1/12	Fri 3/2/12		CL PM,CL BA,CL AppAdmin
117		Client User-Defined Contract Data Fields	1 day	Thu 3/1/12	Fri 3/2/12		CL PM,CL BA,CL AppAdmin
118		Fields by Type	1 day	Thu 3/1/12	Fri 3/2/12		CL PM,CL BA,CL AppAdmin
119		Review Specifications & Provide Feedback	1 day	Fri 3/2/12	Mon 3/5/12	115,116,117,118	CSS SrAppAdmin,CSS PM
120		Revise Specifications as Necessary	0.5 days	Mon 3/5/12	Mon 3/5/12	119	CL PM,CL BA,CL AppAdmin
121		Approve/Certify & Signoff	0.5 days	Mon 3/5/12	Tue 3/6/12	120	CL PM
122		Client Contract Data Specifications in CSS Templates Completed	0 days	Tue 3/6/12	Tue 3/6/12	114	
123		**Identify & Document Client Solicitation/Bid/Sourcing Data Specifications in CSS Templates**	**3 days**	**Tue 3/6/12**	**Fri 3/9/12**	**122**	
124		Review & Discuss Requirements and Specifcation Translation	1 day	Tue 3/6/12	Wed 3/7/12		CSS SrAppAdmin,CL PM,CL
125		Solicitation/Bid/Sourcing	1 day	Tue 3/6/12	Wed 3/7/12		CL PM,CL BA,CL AppAdmin
126		Client User-Defined Solicitation/Bid/Sourcing Data Fields	1 day	Tue 3/6/12	Wed 3/7/12		CL PM,CL BA,CL AppAdmin

ID	ℹ	Task Name	Duration	Start	Finish	Predecessors	Resource Names
127		Review Specifications & Provide Feedback	1 day	Wed 3/7/12	Thu 3/8/12	124,125,126	CSS SrAppAdmin,CSS PM
128		Revise Specifications as Necessary	0.5 days	Thu 3/8/12	Thu 3/8/12	127	CL PM,CL BA,CL AppAdmin
129		Approve/Certify & Signoff	0.5 days	Thu 3/8/12	Fri 3/9/12	128	CL PM
130		Client Solicitation/Bid/Sourcing Data Specifications in CSS Templates Completed	0 days	Fri 3/9/12	Fri 3/9/12	123	
131		**Identify & Document Client Task Data Specifications in CSS Templates**	**3 days**	**Fri 3/9/12**	**Wed 3/14/12**	**130**	
132		Review & Discuss Requirements and Specifcation Translation	1 day	Fri 3/9/12	Mon 3/12/12		CSS SrAppAdmin,CL PM,CL
133		Task	1 day	Fri 3/9/12	Mon 3/12/12		CL PM,CL BA,CL AppAdmin
134		Client User-Defined Task Data Fields	1 day	Fri 3/9/12	Mon 3/12/12		CL PM,CL BA,CL AppAdmin
135		Review Specifications & Provide Feedback	1 day	Mon 3/12/12	Tue 3/13/12	132,133,134	CSS SrAppAdmin,CSS PM
136		Revise Specifications as Necessary	0.5 days	Tue 3/13/12	Tue 3/13/12	135	CL PM,CL BA,CL AppAdmin
137		Approve/Certify & Signoff	0.5 days	Tue 3/13/12	Wed 3/14/12	136	CL PM
138		Client Task Data Specifications in CSS Templates Completed	0 days	Wed 3/14/12	Wed 3/14/12	131	
139		**Identify & Document Client User Permission Specifications**	**7 days**	**Wed 3/14/12**	**Fri 3/23/12**	**138**	
140		Review & Discuss Requirements and Specifcation Translation	1 day	Wed 3/14/12	Thu 3/15/12		CSS SrAppAdmin,CL PM,CL
141		Assign Permissions to Security Groups	3 days	Thu 3/15/12	Tue 3/20/12	140	CL PM,CL BA,CL AppAdmin
142		Assign Field Updating Restrictions to Security Groups	3 days	Thu 3/15/12	Tue 3/20/12	140	CL PM,CL BA,CL AppAdmin
143		Assign Users to Security Groups	3 days	Thu 3/15/12	Tue 3/20/12	140	CL PM,CL BA,CL AppAdmin
144		Review Specifications & Provide Feedback	1 day	Tue 3/20/12	Wed 3/21/12	140,141,142,143	CSS SrAppAdmin,CSS PM
145		Revise Specifications as Necessary	1 day	Wed 3/21/12	Thu 3/22/12	144	CL PM,CL BA,CL AppAdmin
146		Approve/Certify & Signoff	1 day	Thu 3/22/12	Fri 3/23/12	145	CL PM
147		Client User Permission Specifications Completed	0 days	Fri 3/23/12	Fri 3/23/12	139	
148		**Identify & Document Client User Department Assignments Specifications**	**5 days**	**Fri 3/23/12**	**Fri 3/30/12**	**147**	
149		Review & Discuss Requirements and Specifcation Translation	1 day	Fri 3/23/12	Mon 3/26/12		CSS SrAppAdmin,CL PM,CL
150		Assign Primary User Department	1 day	Fri 3/23/12	Mon 3/26/12		CL PM,CL BA,CL AppAdmin
151		Assign Secondary User Departments	1 day	Mon 3/26/12	Tue 3/27/12	149,150	CL PM,CL BA,CL AppAdmin
152		Review Specifications & Provide Feedback	1 day	Tue 3/27/12	Wed 3/28/12	151	CSS SrAppAdmin,CSS PM
153		Revise Specifications as Necessary	1 day	Wed 3/28/12	Thu 3/29/12	152	CL PM,CL BA,CL AppAdmin
154		Approve/Certify & Signoff	1 day	Thu 3/29/12	Fri 3/30/12	153	CL PM
155		Client User Department Assignments Specifications Completed	0 days	Fri 3/30/12	Fri 3/30/12	148	
156		**Identify & Document Client Document Template Specifications**	**11 days**	**Fri 3/30/12**	**Mon 4/16/12**	**155**	
157		Review & Discuss Requirements and Specifcation Translation	1 day	Fri 3/30/12	Mon 4/2/12		CSS SrAppAdmin,CL PM,CL
158		Forms	5 days	Mon 4/2/12	Mon 4/9/12	157	CL PM,CL BA,CL AppAdmin
159		Contracts/Agreements	5 days	Mon 4/2/12	Mon 4/9/12	157	CL PM,CL BA,CL AppAdmin
160		Merge/Replacement Fields	5 days	Mon 4/2/12	Mon 4/9/12	157	CL PM,CL BA,CL AppAdmin
161		Associate with System Area (Contract, Solicitation, Vendor/Supplier/Provider, Employee/User)	5 days	Mon 4/2/12	Mon 4/9/12	157	CL PM,CL BA,CL AppAdmin Team
162		Review Specifications & Provide Feedback	2 days	Mon 4/9/12	Wed 4/11/12	157,158,159,160,161	CSS SrAppAdmin,CSS PM
163		Revise Specifications as Necessary	2 days	Wed 4/11/12	Fri 4/13/12	162	CL PM,CL BA,CL AppAdmin
164		Approve/Certify & Signoff	1 day	Fri 4/13/12	Mon 4/16/12	163	CL PM
165		Client Document Template Specifications Completed	0 days	Mon 4/16/12	Mon 4/16/12	156	
166		**Identify & Document Client Email Alert Specifications**	**2 days**	**Mon 4/16/12**	**Wed 4/18/12**	**165**	
167		Review & Discuss Requirements and Specifcation Translation	0.5 days	Mon 4/16/12	Mon 4/16/12		CSS SrAppAdmin,CL PM,CL
168		Associate Inclusion Fields	0.5 days	Mon 4/16/12	Mon 4/16/12		CL PM,CL BA,CL AppAdmin
169		Review Specifications & Provide Feedback	0.5 days	Mon 4/16/12	Tue 4/17/12	167,168	CSS SrAppAdmin,CSS PM

ID	ℹ	Task Name	Duration	Start	Finish	Predecessors	Resource Names
170		Revise Specifications as Necessary	0.5 days	Tue 4/17/12	Tue 4/17/12	169	CL PM,CL BA,CL AppAdmin
171		Approve/Certify & Signoff	0.5 days	Tue 4/17/12	Wed 4/18/12	170	CL PM
172		Client Email Alert Specifications Completed	0 days	Wed 4/18/12	Wed 4/18/12	166	
173		**Identify & Document Client Lawson Integration #1 Specifications (Departments, Accounts, Vendors/Customers)**	**3.5 days**	**Wed 4/18/12**	**Mon 4/23/12**	**172**	
174		Review & Discuss Requirements and Specifcation Translation	0.5 days	Wed 4/18/12	Wed 4/18/12		CSS SrAppAdmin,CL PM,CL
175		Associate Additional User-Defined Fields	0.5 days	Wed 4/18/12	Thu 4/19/12	174	CL PM,CL BA,CL AppAdmin
176		Specify Contract Insight Integration Formats	0.5 days	Thu 4/19/12	Thu 4/19/12	175	CSS SrAppAdmin,CSS PM
177		Specify Lawson Integration Formats	0.5 days	Thu 4/19/12	Fri 4/20/12	176	CL PM,CL BA,CL AppAdmin
178		Review Specifications & Provide Feedback	0.5 days	Fri 4/20/12	Fri 4/20/12	177	CSS SrAppAdmin,CL PM,CL
179		Revise Specifications as Necessary	0.5 days	Fri 4/20/12	Mon 4/23/12	178	CSS SrAppAdmin,CL PM,CL
180		Approve/Certify & Signoff	0.5 days	Mon 4/23/12	Mon 4/23/12	179	CL PM
181		Client Lawson Integration #1 Specifications Completed	0 days	Mon 4/23/12	Mon 4/23/12	173	
182		**Identify & Document Client Lawson Integration #2 Specifications (A/P, A/R)**	**3.5 days**	**Mon 4/23/12**	**Fri 4/27/12**	**181**	
183		Review & Discuss Requirements and Specifcation Translation	0.5 days	Mon 4/23/12	Tue 4/24/12		CSS SrAppAdmin,CL PM,CL
184		Associate Additional User-Defined Fields	0.5 days	Tue 4/24/12	Tue 4/24/12	183	CL PM,CL BA,CL AppAdmin
185		Specify Contract Insight Integration Formats	0.5 days	Tue 4/24/12	Wed 4/25/12	184	CSS SrAppAdmin,CSS PM
186		Specify Lawson Integration Formats	0.5 days	Wed 4/25/12	Wed 4/25/12	185	CL PM,CL BA,CL AppAdmin
187		Review Specifications & Provide Feedback	0.5 days	Wed 4/25/12	Thu 4/26/12	186	CSS SrAppAdmin,CL PM,CL
188		Revise Specifications as Necessary	0.5 days	Thu 4/26/12	Thu 4/26/12	187	CSS SrAppAdmin,CL PM,CL
189		Approve/Certify & Signoff	0.5 days	Thu 4/26/12	Fri 4/27/12	188	CL PM
190		Client Lawson Integration #1 Specifications Completed	0 days	Fri 4/27/12	Fri 4/27/12	182	
191		**Identify & Document Client Active Directory Federated Services (ADFS) Integration Specifications**	**3.5 days**	**Fri 4/27/12**	**Wed 5/2/12**	**190**	
192		Review & Discuss Requirements and Specifcation Translation	0.5 days	Fri 4/27/12	Fri 4/27/12		CSS SrAppAdmin,CL PM,CL
193		Associate Additional User-Defined Fields	0.5 days	Fri 4/27/12	Mon 4/30/12	192	CL PM,CL BA,CL AppAdmin
194		Specify Contract Insight Integration Formats	0.5 days	Mon 4/30/12	Mon 4/30/12	193	CSS SrAppAdmin,CSS PM
195		Specify Lawson Integration Formats	0.5 days	Mon 4/30/12	Tue 5/1/12	194	CL PM,CL BA,CL AppAdmin
196		Review Specifications & Provide Feedback	0.5 days	Tue 5/1/12	Tue 5/1/12	195	CSS SrAppAdmin,CL PM,CL
197		Revise Specifications as Necessary	0.5 days	Tue 5/1/12	Wed 5/2/12	196	CSS SrAppAdmin,CL PM,CL
198		Approve/Certify & Signoff	0.5 days	Wed 5/2/12	Wed 5/2/12	197	CL PM
199		Client ADFS Specifications Completed	0 days	Wed 5/2/12	Wed 5/2/12	191	
200		Translate Client Requirements into Specifications Completed	0 days	Wed 5/2/12	Wed 5/2/12	82	
201		**Application Configuration in Client SaaS User Application System Environment**	**33 days**	**Wed 4/18/12**	**Mon 6/4/12**	**172**	
202		**User Defined Fields**	**5.5 days**	**Wed 4/18/12**	**Wed 4/25/12**		
203		Configure User Defined Fields	3 days	Wed 4/18/12	Mon 4/23/12		CSS SrAppAdmin
204		Review Configuration & Provide Feedback	1 day	Mon 4/23/12	Tue 4/24/12	203	CL PM,CL BA,CL AppAdmin
205		Revise Configuration as Necessary	1 day	Tue 4/24/12	Wed 4/25/12	204	CSS SrAppAdmin
206		Approve/Certify & Signoff	0.5 days	Wed 4/25/12	Wed 4/25/12	205	CL PM
207		Configure User Defined Fields Completed	0 days	Wed 4/25/12	Wed 4/25/12	202	
208		**Fields Display Names**	**5.5 days**	**Wed 4/25/12**	**Thu 5/3/12**	**207**	
209		Configure Fields Display Names	3 days	Wed 4/25/12	Mon 4/30/12		CSS SrAppAdmin
210		Review Configuration & Provide Feedback	1 day	Mon 4/30/12	Tue 5/1/12	209	CL PM,CL BA,CL AppAdmin
211		Revise Configuration as Necessary	1 day	Tue 5/1/12	Wed 5/2/12	210	CSS SrAppAdmin

ID	ℹ	Task Name	Duration	Start	Finish	Predecessors	Resource Names
212		Approve/Certify & Signoff	0.5 days	Wed 5/2/12	Thu 5/3/12	211	CL PM
213		Configure Fields Display Names Completed	0 days	Thu 5/3/12	Thu 5/3/12	208	
214		**Fields by Type**	**7.5 days**	**Thu 5/3/12**	**Mon 5/14/12**	**213**	
215		Configure Fields by Type	5 days	Thu 5/3/12	Thu 5/10/12		CSS SrAppAdmin
216		Review Configuration & Provide Feedback	1 day	Thu 5/10/12	Fri 5/11/12	215	CL PM,CL BA,CL AppAdmin
217		Revise Configuration as Necessary	1 day	Fri 5/11/12	Mon 5/14/12	216	CSS SrAppAdmin
218		Approve/Certify & Signoff	0.5 days	Mon 5/14/12	Mon 5/14/12	217	CL PM
219		Configure Fields by Type Completed	0 days	Mon 5/14/12	Mon 5/14/12	214	
220		**Master Reference Data**	**3.5 days**	**Mon 5/14/12**	**Fri 5/18/12**	**219**	
221		Configure Master Reference Data	1 day	Mon 5/14/12	Tue 5/15/12		CSS SrAppAdmin
222		Review Configuration & Provide Feedback	1 day	Tue 5/15/12	Wed 5/16/12	221	CL PM,CL BA,CL AppAdmin
223		Revise Configuration as Necessary	1 day	Wed 5/16/12	Thu 5/17/12	222	CSS SrAppAdmin
224		Approve/Certify & Signoff	0.5 days	Thu 5/17/12	Fri 5/18/12	223	CL PM
225		Configure Master Reference Data Completed	0 days	Fri 5/18/12	Fri 5/18/12	220	
226		**Vendor/Supplier/Provider Data**	**5.5 days**	**Fri 5/18/12**	**Fri 5/25/12**	**225**	
227		Configure Vendor/Supplier/Provider Data	3 days	Fri 5/18/12	Wed 5/23/12		CSS SrAppAdmin
228		Review Configuration & Provide Feedback	1 day	Wed 5/23/12	Thu 5/24/12	227	CL PM,CL BA,CL AppAdmin
229		Revise Configuration as Necessary	1 day	Thu 5/24/12	Fri 5/25/12	228	CSS SrAppAdmin
230		Approve/Certify & Signoff	0.5 days	Fri 5/25/12	Fri 5/25/12	229	CL PM
231		Configure Vendor/Supplier/Provider Data Completed	0 days	Fri 5/25/12	Fri 5/25/12	226	
232		**Employee/User Data**	**5.5 days**	**Fri 5/25/12**	**Mon 6/4/12**	**231**	
233		Configure Employee/User Data	3 days	Fri 5/25/12	Wed 5/30/12		CSS SrAppAdmin
234		Review Configuration & Provide Feedback	1 day	Wed 5/30/12	Thu 5/31/12	233	CL PM,CL BA,CL AppAdmin
235		Revise Configuration as Necessary	1 day	Thu 5/31/12	Fri 6/1/12	234	CSS SrAppAdmin
236		Approve/Certify & Signoff	0.5 days	Fri 6/1/12	Mon 6/4/12	235	CL PM
237		Configure Employee/User Data Completed	0 days	Mon 6/4/12	Mon 6/4/12	232	
238		Application Configuration in Client SaaS User Application System Environment Completed	0 days	Mon 6/4/12	Mon 6/4/12	201	
239		**Legacy Contract Data Preparation in Client SaaS User System Environment**	**76 days**	**Wed 5/2/12**	**Thu 8/16/12**	**200**	
240		**Contract Metadata**	**53 days**	**Wed 5/2/12**	**Mon 7/16/12**		
241		Prepare Contract Metadata in Application Provided Templates (includes all data cleansing and normalization activities)	30 days	Wed 5/2/12	Wed 6/13/12	200	CL BA,CL IT DBA,CL IS SysInt SME,CL AppMgmt
242		Test Load First 100 Contract Metadata Records	1 day	Wed 6/13/12	Thu 6/14/12	241	CSS SrAppAdmin,CSS SrAp
243		Review & Validate Test Load	2 days	Thu 6/14/12	Mon 6/18/12	242	CL AppAdmin Team,CL Appl
244		Revise Prepared Contract Metadata as Necessary	2 days	Mon 6/18/12	Wed 6/20/12	243	CL BA,CL IT DBA,CL IS SysI
245		Clear Loaded Contract Metadata	1 day	Wed 6/20/12	Thu 6/21/12	244	CSS SrAppArch
246		Test Load All Prepared Contract Metadata Records	3 days	Thu 6/21/12	Tue 6/26/12	245	CSS SrAppAdmin,CSS SrAp
247		Review & Validate Full Test Load	3 days	Tue 6/26/12	Fri 6/29/12	246	CL AppAdmin Team,CL Appl
248		Revise Prepared Contract Metadata as Necessary	3 days	Fri 6/29/12	Wed 7/4/12	247	CL BA,CL IT DBA,CL IS SysI
249		Clear Loaded Contract Metadata	1 day	Wed 7/4/12	Thu 7/5/12	248	CSS SrAppArch
250		Final Load All Prepared Contract Metadata Records	3 days	Thu 7/5/12	Tue 7/10/12	238,249	CSS SrAppAdmin,CSS SrAp
251		Review & Validate Full Final Load	3 days	Tue 7/10/12	Fri 7/13/12	250	CL AppAdmin Team,CL Appl
252		Approve/Certify & Signoff	1 day	Fri 7/13/12	Mon 7/16/12	251	CL PM
253		Contract Metadata Load Completed	0 days	Mon 7/16/12	Mon 7/16/12	240	
254		**Contract Attachment Files**	**76 days**	**Wed 5/2/12**	**Thu 8/16/12**		

ID	ℹ	Task Name	Duration	Start	Finish	Predecessors	Resource Names
255		Prepare Contract Attachments in CobbleStone Provided Templates (includes all data cleansing and normalization activities)	30 days	Wed 5/2/12	Wed 6/13/12	200	CL BA,CL IT DBA,CL IS SysInt SME,CL AppMgmt
256		Test Load First 100 Contract Attachment Files	1 day	Mon 7/16/12	Tue 7/17/12	253,255	CSS SrAppAdmin,CSS SrAp
257		Review & Validate Test Load	2 days	Tue 7/17/12	Thu 7/19/12	256	CL AppAdmin Team,CL Appl
258		Revise Prepared Contract Attachment Files as Necessary	2 days	Thu 7/19/12	Mon 7/23/12	257	CL BA,CL IT DBA,CL IS SysI
259		Clear Loaded Contract Attachment Files	1 day	Mon 7/23/12	Tue 7/24/12	258	CSS SrAppArch
260		Test Load All Prepared Contract Attachment Files	3 days	Tue 7/24/12	Fri 7/27/12	253,259	CSS SrAppAdmin,CSS SrAp
261		Review & Validate Full Test Load	3 days	Fri 7/27/12	Wed 8/1/12	260	CL AppAdmin Team,CL Appl
262		Revise Prepared ContractAttachment Files as Necessary	3 days	Wed 8/1/12	Mon 8/6/12	261	CL BA,CL IT DBA,CL IS SysI
263		Clear Loaded Contract Attachment Files	1 day	Mon 8/6/12	Tue 8/7/12	262	CSS SrAppArch
264		Final Load All Prepared Contract Attachment Files	3 days	Tue 8/7/12	Fri 8/10/12	253,263	CSS SrAppAdmin,CSS SrAp
265		Review & Validate Full Final Load	3 days	Fri 8/10/12	Wed 8/15/12	264	CL AppAdmin Team,CL Appl
266		Approve/Certify & Signoff	1 day	Wed 8/15/12	Thu 8/16/12	265	CL PM
267		Contract Attachment Files Load Completed	0 days	Thu 8/16/12	Thu 8/16/12	254	
268		Legacy Contract Data Preparation & Loading in Client SaaS User System Environment Completed	0 days	Thu 8/16/12	Thu 8/16/12	239	
269		**Legacy Solicitation Data Preparation in Client SaaS User System Environment**	**76 days**	**Wed 5/2/12**	**Thu 8/16/12**	**200**	
270		**Solicitation Metadata**	**53 days**	**Wed 5/2/12**	**Mon 7/16/12**		
271		Prepare Solicitation Metadata in Application Provided Templates (includes all data cleansing and normalization activities)	30 days	Wed 5/2/12	Wed 6/13/12	200	CL BA,CL IT DBA,CL IS SysInt SME,CL AppMgmt
272		Test Load First 100 Solicitation Metadata Records	1 day	Wed 6/13/12	Thu 6/14/12	271	CSS SrAppAdmin,CSS SrAp
273		Review & Validate Test Load	2 days	Thu 6/14/12	Mon 6/18/12	272	CL AppAdmin Team,CL Appl
274		Revise Prepared Solicitation Metadata as Necessary	2 days	Mon 6/18/12	Wed 6/20/12	273	CL BA,CL IT DBA,CL IS SysI
275		Clear Loaded Solicitation Metadata	1 day	Wed 6/20/12	Thu 6/21/12	274	CSS SrAppArch
276		Test Load All Prepared Solicitation Metadata Records	3 days	Thu 6/21/12	Tue 6/26/12	275	CSS SrAppAdmin,CSS SrAp
277		Review & Validate Full Test Load	3 days	Tue 6/26/12	Fri 6/29/12	276	CL AppAdmin Team,CL Appl
278		Revise Prepared Solicitation Metadata as Necessary	3 days	Fri 6/29/12	Wed 7/4/12	277	CL BA,CL IT DBA,CL IS SysI
279		Clear Loaded Solicitation Metadata	1 day	Wed 7/4/12	Thu 7/5/12	278	CSS SrAppArch
280		Final Load All Prepared Solicitation Metadata Records	3 days	Thu 7/5/12	Tue 7/10/12	238,279	CSS SrAppAdmin,CSS SrAp
281		Review & Validate Full Final Load	3 days	Tue 7/10/12	Fri 7/13/12	280	CL AppAdmin Team,CL Appl
282		Approve/Certify & Signoff	1 day	Fri 7/13/12	Mon 7/16/12	281	CL PM
283		Solicitation Metadata Load Completed	0 days	Mon 7/16/12	Mon 7/16/12	270	
284		**Solicitation Attachment Files**	**76 days**	**Wed 5/2/12**	**Thu 8/16/12**		
285		Prepare Solicitation Attachments in CobbleStone Provided Templates (includes all data cleansing and normalization activities)	30 days	Wed 5/2/12	Wed 6/13/12	200	CL BA,CL IT DBA,CL IS SysInt SME,CL AppMgmt
286		Test Load First 100 Solicitation Attachment Files	1 day	Mon 7/16/12	Tue 7/17/12	283,285	CSS SrAppAdmin,CSS SrAp
287		Review & Validate Test Load	2 days	Tue 7/17/12	Thu 7/19/12	286	CL AppAdmin Team,CL Appl
288		Revise Prepared Solicitation Attachment Files as Necessary	2 days	Thu 7/19/12	Mon 7/23/12	287	CL BA,CL IT DBA,CL IS SysI
289		Clear Loaded Solicitation Attachment Files	1 day	Mon 7/23/12	Tue 7/24/12	288	CSS SrAppArch
290		Test Load All Prepared Solicitation Attachment Files	3 days	Tue 7/24/12	Fri 7/27/12	283,289	CSS SrAppAdmin,CSS SrAp
291		Review & Validate Full Test Load	3 days	Fri 7/27/12	Wed 8/1/12	290	CL AppAdmin Team,CL Appl
292		Revise Prepared SolicitationAttachment Files as Necessary	3 days	Wed 8/1/12	Mon 8/6/12	291	CL BA,CL IT DBA,CL IS SysI
293		Clear Loaded Solicitation Attachment Files	1 day	Mon 8/6/12	Tue 8/7/12	292	CSS SrAppArch
294		Final Load All Prepared Solicitation Attachment Files	3 days	Tue 8/7/12	Fri 8/10/12	283,293	CSS SrAppAdmin,CSS SrAp
295		Review & Validate Full Final Load	3 days	Fri 8/10/12	Wed 8/15/12	294	CL AppAdmin Team,CL Appl
296		Approve/Certify & Signoff	1 day	Wed 8/15/12	Thu 8/16/12	295	CL PM

ID	ℹ	Task Name	Duration	Start	Finish	Predecessors	Resource Names
297		Solicitation Attachment Files Load Completed	0 days	Thu 8/16/12	Thu 8/16/12	284	
298		Legacy Solicitation Data Preparation & Loading in Client SaaS User System Environment Completed	0 days	Thu 8/16/12	Thu 8/16/12	269	
299		**Client Application Test (UAT) Preparation**	**51 days**	**Wed 5/2/12**	**Thu 7/12/12**	**200**	
300		**Identify & Publish Testing Requirements**	**6 days**	**Wed 5/2/12**	**Thu 5/10/12**		
301		Testing Candidates Roster	1 day	Wed 5/2/12	Thu 5/3/12		CL PM
302		Role Focus of each Testing Candidate	1 day	Thu 5/3/12	Fri 5/4/12	301	CL PM
303		Review Testing Requirements	1 day	Fri 5/4/12	Mon 5/7/12	302	CL AppMgmt Team,CL ProjS
304		Revise/Adjust Testing Requirements as necessary	1 day	Mon 5/7/12	Tue 5/8/12	303	CL PM
305		Certify & Signoff on UAT Test Requirements	1 day	Tue 5/8/12	Wed 5/9/12	304	CL PM
306		Publish Testing Requirements	1 day	Wed 5/9/12	Thu 5/10/12	305	CL PM
307		Testing (UAT) Requirements Completed	0 days	Thu 5/10/12	Thu 5/10/12	300	
308		**Prepare for Testing (UAT Test Plan)**	**45 days**	**Thu 5/10/12**	**Thu 7/12/12**	**307**	
309		Schedule User Acceptance Testing (UAT) Cycle	5 days	Thu 5/10/12	Thu 5/17/12		CL PM
310		Develop UAT Test Scenario Cases	30 days	Thu 5/17/12	Thu 6/28/12	309	CL App UAT Team,CL AppA
311		Develop UAT Testbed Data	30 days	Thu 5/17/12	Thu 6/28/12	309	CL App UAT Team,CL AppA
312		Develop UAT Expected Results	30 days	Thu 5/17/12	Thu 6/28/12	309	CL App UAT Team,CL AppA
313		Review UAT Test Plan	3 days	Thu 6/28/12	Tue 7/3/12	309,310,311,312	CSS SrAppAdmin,CSS BA,C
314		Revise/Adjust UAT Test Plan as necessary	3 days	Tue 7/3/12	Fri 7/6/12	313	CL App UAT Team,CL AppA
315		Publish UAT Test Plan	3 days	Fri 7/6/12	Wed 7/11/12	314	CL App UAT Team,CL AppA
316		Certify & Signoff on UAT Test Plan	1 day	Wed 7/11/12	Thu 7/12/12	315	CL PM
317		UAT Test Plan Completed	0 days	Thu 7/12/12	Thu 7/12/12	308	
318		Client Application Test (UAT) Preparation Completed	0 days	Thu 7/12/12	Thu 7/12/12	299	
319		**Client Application Test (UAT) Execution**	**45 days**	**Thu 7/19/12**	**Thu 9/20/12**	**318FS+5 days**	
320		Conduct Preliminary Training for UAT Test Team	2 days	Thu 7/19/12	Mon 7/23/12		CSS SrTrainer,CSS SrAppA
321		UAT Test Team Training Completed	0 days	Mon 7/23/12	Mon 7/23/12	320	
322		**Conduct UAT Test**	**43 days**	**Mon 7/23/12**	**Thu 9/20/12**	**321**	
323		Conduct UAT Testing Session(s)	30 days	Mon 7/23/12	Mon 9/3/12		CL PM,CL App UAT Team,C
324		Complete and Return UAT Test Plan Results Log	30 days	Mon 7/23/12	Mon 9/3/12		CL App UAT Team,CL PM
325		Review & Evaluate UAT Test Plan Results Log	30 days	Mon 7/23/12	Mon 9/3/12		CSS PM,CL PM,CSS SrApp
326		Revise & Adjust Application System to resolve UAT Discrepencies	5 days	Mon 9/3/12	Mon 9/10/12	323,324,325	CSS SrAppAdmin,CSS SrAp
327		Re-Execute Cases with Discrepencies	5 days	Mon 9/10/12	Mon 9/17/12	326	CL PM,CL App UAT Team,C
328		Complete and Return UAT Test Plan Results Log	5 days	Mon 9/10/12	Mon 9/17/12	326	CL App UAT Team,CL PM
329		Review & Evaluate UAT Test Plan Results Log	2 days	Mon 9/17/12	Wed 9/19/12	327,328	CSS PM,CL PM,CSS SrApp
330		Certify & Signoff on UAT Test Results	1 day	Wed 9/19/12	Thu 9/20/12	329	CL PM
331		Client Application Testing (UAT) Completed!	0 days	Thu 9/20/12	Thu 9/20/12	322	
332		Client Application Test (UAT) Execution Completed	0 days	Thu 9/20/12	Thu 9/20/12	319	
333		**Client Application User Training**	**131 days**	**Wed 5/2/12**	**Thu 11/1/12**	**200**	
334		**Identify & Publish Training Requirements**	**9.5 days**	**Wed 5/2/12**	**Wed 5/16/12**		
335		Training Candidates Roster	5 days	Wed 5/2/12	Wed 5/9/12	200	CL AppMgmt Team,CL ProjS
336		Role Focus of each Training Candidate	5 days	Wed 5/2/12	Wed 5/9/12	200	CL AppMgmt Team,CL ProjS
337		Review Training Requirements	1 day	Wed 5/9/12	Thu 5/10/12	335,336	CSS PM,CSS SrTrainer
338		Revise/Adjust Training Requirements as necessary	2 days	Thu 5/10/12	Mon 5/14/12	337	CL AppMgmt Team,CL ProjS
339		Certify & Signoff on Training Requirements	0.5 days	Mon 5/14/12	Tue 5/15/12	338	CL PM

ID	ℹ	Task Name	Duration	Start	Finish	Predecessors	Resource Names
340		Publish Training Requirements	1 day	Tue 5/15/12	Wed 5/16/12	339	
341		Training Requirements Completed	0 days	Wed 5/16/12	Wed 5/16/12	334	
342		**Prepare for Training**	**50.5 days**	**Wed 5/16/12**	**Wed 7/25/12**	**341**	
343		Schedule Training Session(s)	5 days	Wed 5/16/12	Wed 5/23/12		CL PM,CSS PM
344		Prepare standard training materials	5 days	Thu 7/12/12	Thu 7/19/12	318	CSS SrTrainer
345		Certify & Signoff on Standard Training Materials	2 days	Thu 7/19/12	Mon 7/23/12	344	CL PM
346		Publish standard and custom training materials	2 days	Mon 7/23/12	Wed 7/25/12	345	CSS SrTrainer
347		Training Preparation Completed	0 days	Wed 7/25/12	Wed 7/25/12	342	
348		**Conduct Training**	**25 days**	**Thu 9/27/12**	**Thu 11/1/12**	**332FS+5 days**	
349		Conduct Training Session(s)	14 days	Thu 9/27/12	Wed 10/17/12		CSS SrTrainer,CL EndUser T
350		Complete and Return Training Evaluation Forms	14 days	Thu 9/27/12	Wed 10/17/12		CL EndUser Team
351		Prepare Training Certificates	5 days	Wed 10/17/12	Wed 10/24/12	349,350	CSS Exec Team
352		Review Training Evaluation Forms	5 days	Wed 10/17/12	Wed 10/24/12	349,350	CSS PM,CL PM
353		Conduct Training Evaluation Review	1 day	Wed 10/24/12	Thu 10/25/12	352	CL PM
354		Publish Training Evaluation Review Results	1 day	Thu 10/25/12	Fri 10/26/12	353	CL PM
355		Certify & Signoff on Training Evaluation Review Results	0 days	Fri 10/26/12	Fri 10/26/12	354	CL PM
356		Conduct Training Remediation Follow-up as necessary	3 days	Fri 10/26/12	Wed 10/31/12	355	CSS SrTrainer,CL EndUser T
357		Certify & Signoff on Training Remediation	1 day	Wed 10/31/12	Thu 11/1/12	356	CL PM
358		Client Application User Training Completed!	0 days	Thu 11/1/12	Thu 11/1/12	348	
359		Proposed Go-Live	0 days	Thu 11/1/12	Thu 11/1/12	358	
360		**Client Integration Coding**	**21 days**	**Mon 4/23/12**	**Tue 5/22/12**	**173**	
361		**Client Lawson Integration #1 (Departments, Accounts, Vendors/Customers)**	**14 days**	**Mon 4/23/12**	**Fri 5/11/12**	**181**	
362		Develop Client Lawson Integration #1 Code and Procedures	5 days	Mon 4/23/12	Mon 4/30/12		CSS SrAppArch[25%],CSS S
363		Unit Test Client Lawson Integration #1 Code and Procedures	3 days	Mon 4/30/12	Thu 5/3/12	362	CSS SrAppArch[25%],CSS S
364		Client Test and Review Client Lawson Integration #1	2 days	Thu 5/3/12	Mon 5/7/12	363	CL AppMgmt Team,CL ProjS
365		Revise/Adjust Client Lawson Integration #1 as necessary	3 days	Mon 5/7/12	Thu 5/10/12	364	CSS SrAppArch[25%],CSS S
366		Certify & Signoff on Client Lawson Integration #1	1 day	Thu 5/10/12	Fri 5/11/12	365	CL PM
367		Client Lawson Integration #1 Completed	0 days	Fri 5/11/12	Fri 5/11/12	361	
368		**Client Lawson Integration #2 (A/P, A/R)**	**14 days**	**Fri 4/27/12**	**Thu 5/17/12**	**190**	
369		Develop Client Lawson Integration #2 Code and Procedures	5 days	Fri 4/27/12	Fri 5/4/12		CSS SrAppArch[25%],CSS S
370		Unit Test Client Lawson Integration #2 Code and Procedures	3 days	Fri 5/4/12	Wed 5/9/12	369	CSS SrAppArch[25%],CSS S
371		Client Test and Review Client Lawson Integration #2	2 days	Wed 5/9/12	Fri 5/11/12	370	CL AppMgmt Team,CL ProjS
372		Revise/Adjust Client Lawson Integration #2 as necessary	3 days	Fri 5/11/12	Wed 5/16/12	371	CSS SrAppArch[25%],CSS S
373		Certify & Signoff on Client Lawson Integration #2	1 day	Wed 5/16/12	Thu 5/17/12	372	CL PM
374		Client Lawson Integration #2 Completed	0 days	Thu 5/17/12	Thu 5/17/12	368	
375		**Client ADFS Integration**	**14 days**	**Wed 5/2/12**	**Tue 5/22/12**	**199**	
376		Develop Client ADFS Integration Code and Procedures	5 days	Wed 5/2/12	Wed 5/9/12		CSS SrAppArch[25%],CSS S
377		Unit Test Client ADFS Integration Code and Procedures	3 days	Wed 5/9/12	Mon 5/14/12	376	CSS SrAppArch[25%],CSS S
378		Client Test and Review Client ADFS Integration	2 days	Mon 5/14/12	Wed 5/16/12	377	CL AppMgmt Team,CL ProjS
379		Revise/Adjust Client ADFS Integration as necessary	3 days	Wed 5/16/12	Mon 5/21/12	378	CSS SrAppArch[25%],CSS S
380		Certify & Signoff on Client ADFS Integration	1 day	Mon 5/21/12	Tue 5/22/12	379	CL PM
381		Client ADFS Integration Completed	0 days	Tue 5/22/12	Tue 5/22/12	375	
382		Client Integration Coding Completed!	0 days	Tue 5/22/12	Tue 5/22/12	360	

ID	ℹ	Task Name	Duration	Start	Finish	Predecessors	Resource Names
383							
384		CobbleStoneSystems - ClientName - SaaS Hosted - CI Enterprise Contract Management ProjectPlan Template - 20111101 Completed	0 days	Thu 11/1/12	Thu 11/1/12	1	

Third Party Data Security Assurance Questionnaire (SAQ)

Restricted Information (RI) When Filled In

Instructions for the Third Party Vendor/Organization:

Please respond to each question with a Yes, No, or N/A in the response box. If responding with a No or N/A, please provide additional information in the comments field.

#	Item	Response (Y/N/NA)	Comments	Feedback/Review (ISO use)
	Policies and Procedures			
A1	Is a senior official or officer within the organization directly responsible for the oversight and implementation of the security policies?	Yes		
A2	Does the organization employ procedures to ensure compliance with privacy laws and regulation requirements related to maintaining security, confidentiality, and protection of third party personal information? (e.g., Information pertaining to customers' employees, customers and/or producers)	Yes		
A3	Can the organization submit documents proving it maintains liability insurance and preferably cyber risk insurance?	Yes		
A4	Does the organization publish and enforce security policy document(s)?	Yes		
A5	Does the organization communicate these procedures to subcontractors who may have access to customer data?	Yes		
A6	Does the organization monitor these procedures? *If yes, please explain in the comments field.*	Yes	Cobblestone publishes and enforces security policies.	
A7	Does the organization update standards, policies, and procedures frequently?	Yes		
	Does the organization have staff assigned to the following:			
A8	Security Awareness?	Yes		
A9	Policy Enforcement?	Yes		
A10	Risk Evaluation?	Yes		
A11	Risk Mitigation?	Yes		
A12	Regulatory Compliance?	Yes		

	Does the organization have standards, policies, and procedures covering the following:			
A13	HR practices?	Yes		
A14	Authorized/acceptable use of networked services?	Yes		
A15	Use of corporate email, intranet, and internet?	Yes		
A16	Password management?	Yes		
A17	Software/hardware acquisition?	Yes		
A18	Change management?	Yes		
A19	Encryption policy and standards?	Yes		
A20	Security related incidence response handling?	Yes		
A21	Data Handling Policy (to include data use, storage, and destruction of sensitive data)?	Yes		
A22	Third party access & remote access?	Yes		
A23	Is all security management functionality performed within the organization? *If No, meaning the organization outsources some or all of its security functionality, please explain in the comments field.*	No	CobbleStone's client datacenter is provided by PEER1 Hosting (SSAE16 Type II compliant)	
A24	Does the organization clearly document the consequences of policy non-compliance?	Yes		
A25	Does the organization perform background checks on employees?	Yes		
	Disaster Recovery and Business Continuity			
B1	Does the organization have a Disaster Recovery and/or Business Continuity Plan?	Yes		
B2	Does the organization test its recovery plans? *If yes, please respond how often in the comments field.*	Yes	every 6 six month Random Sample	
B3	When was the last time the organization conducted a test? *Please respond in comments field.*		Jan 29 2013	
B4	What type of testing does the organization conduct? (e.g., Paper walkthrough, simulation drills) *Please respond in comments field.*		Random Full Recovery of Client Data	
B5	Does the organization test the recovery procedures for efficacy?	Yes		
B6	Does the organization document and practice manual backup/restore procedures in case of automatic backup failures?	Yes	ALL Backups are Automated - Recovery is Manual	
B7	Is the organization willing to permit UCF to participate in the recovery process to ensure we can establish connectivity and access systems at the recovery site?	Yes	You may shadow a test Recovery	

B8	How long does the organization estimate it will take to restore product or services should a serious business interruption occur? (e.g., Interruption that lasts more than one business day) *Please respond in comments field.*	Yes	24-72 hours based on level of disaster, Cobblestone is fully redundant.	
B9	Can the organization meet recovery time objective(s) (RTO) and recovery point objective(s) (RPO) for all products and services contracted with UCF?	Yes	In the event of major facility disaster, Cobblestone will restore operations between 24 to 72 hours.	
B10	Did the organization base the above estimate on previous test results of the recovery plans? *If no, please explain in the comments field.*	Yes		
B11	Does the organization have pre-arranged recovery locations? *If yes, please list in the comments field.*	Yes	Production datacenters are located in Florida with failover/recovery in Georgia	
B12	Are the organization's physical servers that will provide the services for UCF under a current support/warranty plan?	Yes		
	Physical Infrastructure Security			
C1	Does the organization own their own data center?	No	Provided by PEER1 Hosting	
C2	Where are the data center(s) located?		Florida, USA + Atlanta GA	
	Does the organization employ the following physical security /perimeter control(s) in the data center?			
C3	Security Guards or Gate Keeper?	Yes		
C4	Operation Staff on premises 24/7?	Yes		
C5	Keys/Tokens/Cards?	Yes		
C6	Key Pad Controls?		N/A	
C7	Man Trap?	Yes		
C8	Biometric Controls?	Yes		
C9	Entry/Security alarm connected to the door that is capable of calling or notifying the proper personnel?		N/A	
C10	Motion triggered security cameras that record for at least fifteen days?		N/A	
C11	Employee identification cards or badges?	Yes		
C12	Locked storage areas to store user personal information?	Yes		
C13	Visitor identification cards or badges?	Yes		
C14	Does the organization monitor/log all access to data center?	Yes		
C15	Does the organization maintain visitor logs for more than 30 days?	Yes		

C16	Does the organization monitor and escort visitors through sections of its facilities?	Yes		
C17	Does the organization have redundant public utilities connections?	Yes	For IP/pop + Power UPS	
C18	Does the organization employ adequate surge protected Uninterrupted Power Supplies (UPS), battery banks, generators, etc.? *Please explain in the comments field.*	Yes	UPS - Batt Enc + Diesel Gens	
C19	Does the organization employ fire/flood detection and suppression systems that strive to minimize damage to the information resources they protect?	Yes		
C20	Can the organization provide a recent SAS70 report, ISO 27001 report or other industry recognized audit report?	Yes	SSAE16 Type II	
C21	If the report is something other than a SAS 70 or ISO 27001 report, what is the scope and frequency of the audit?		SSAE16 Type II - annually	
C22	Does the organization limit administrator level access on network and systems infrastructure to system administrators only? *Please define system administrator in the comments field.*	Yes	Yes Limit Admin Users on Servers	
C23	Is access to security logs strictly controlled? (firewall logs, etc.)	Yes		
C24	Does the organization have policies in place preventing employees from copying client data to mobile devices, external media, or forwarding it to third party email?	Yes		
C25	Does the organization have data loss protection tools in place to enforce the policy above?	No	we use detective log methods for suspicious Actity	
C26	Does the organization properly secure offices and/or work areas where sensitive data or systems reside during non-business hours?	Yes		
	Data Security			
D1	Who will have access to UCF data? *Please respond in the comments field.*	Yes	Only a limited number of DB Admins may have access to servers.	
D2	How does the organization prevent other clients from accessing UCF data? *Please respond in comments field.*	Yes	Hosted clients receive dedicated Web on the IIS Web Server and dedicated separate MS SQL Database.	
D3	Can the organization meet UCF's requirement to encrypt access credentials when passing them through a public network? *Please describe in the comments field.*	Yes	ADFS / SSO	

D4	Does the organization employ mechanisms that facilitate secure data exchange such as SSL, TLS, SFTP, VPN, etc.? *Please explain in the comments field.*	Yes	HTTPS digital SSL certificates to industry standards.	
	Identity & Access Management			
	Identities			
E1	Will each user have a unique userid?	Yes		
E2	Will userids assigned by the service provider match UCF userids?		optional	
E3	How and where does the organization store user IDs and Passwords? How does the organization secure the information and what type of encryption is used? (e.g., Active Directory) *Please respond in the comments field.*		AD is Preferred Pwords Ecrypted	
	Authentication			
E4	What user authentication methods does the hosted service support? *Please specify in the comments section.*	Yes	Single Sign-On authentication via Windows AD and IIS or username/password.	
E5	Does the organization maintain a password policy equal to or better than the UCF password standards? https://publishing.ucf.edu/sites/itr/cst/Pages/PasswordStandard.aspx	Yes	Similar	
E6	Will authentication rely on UCF systems?	Yes/No	If using Active Directory SSO	
E7	Does the organization support authentication methods such as Federation (SAML compliant) or Single Sign On? *Please explain in the comments section.*	Yes	Windows AD and IIS ADFS username + password	
E8	Does the hosting service provide authentication mechanisms?	Yes	Active Directory and ADFS	
E9	Can the service provider's system be configured to require strong passwords?	Yes		
E10	Can UCF dictate password criteria as needed to ensure compliance with UCF security standards?	Yes	w/ AD Integration	
E11	Can the service provider's system be configured to expire user passwords periodically in accordance with UCF security standards?	Yes		
E12	Does the service provider offer users secure self-password reset capabilities?	Yes		

E13	Does the service provider offer administrators and/or help desk staff a dashboard and/or API to administratively reset user passwords?	Yes	via Sys Admin level	
E14	Can the service provider lock accounts after a UCF defined number of unsuccessful login attempts?	Yes		
E15	Are passwords entered in a non-display (masked) field?	Yes		
E16	Can the service provider meet UCF's requirement to encrypt all passwords during network transit?	Yes	w/ ADFS SSO	
E17	Are passwords encrypted in storage? *(If yes, please explain in the comments field.*	Yes	encrypted	
	Authorization			
E18	How will authorization controls be maintained? *Please explain in the comments section.*	Yes	User access + permissions are configurable on User Record.	
E19	Can the service provider configure authorization process controls to automatically disable user accounts or access privileges after a UCF defined period of non-use?	Yes		
E20	Can the service provider's system deauthenticate users after a UCF defined period of inactivity?	Yes	configurable session time-out period	
E21	Does the service provider's system offer the ability to restrict access within the application based on roles assigned to authorized users?	Yes		
	Accounting			
E22	Will the service provider's system provide easy to read security reports that identify users and their access levels for periodic review?	Yes		
E23	Can the service provider's security controls detect and report unauthorized access attempts?	Yes		
E24	Does the organization support account lockout policies on their customer's hosted site?	Yes		
E25	Are all attempted and successful logins logged, include date/time, userid, source network address, and maintained for at least one year?	Yes		

	Incident Response			
F1	Are security incidents monitored and tracked until resolved?	Yes		
F2	Does the organization have a breach response plan that includes notifying customers if sensitive data is unknowingly or accidently released?	Yes		
F3	Is incident information and common vulnerabilities or threats shared with data hosting customers?	Yes	if confirmed, documented breach	
F4	Will a third party ever have access to the service provider's hardware or systems that store UCF's Restricted Data?	Yes	Limited & Audited	
F5	Are the service provider's database and web server access and error logs regularly reviewed for anomalies that could indicate a compromise?	Yes		
F6	What process does the service provider have in place to identify security breaches on vendor managed systems (e.g., file integrity checks)? *Please explain in the comments field.*	N.	Log Review IDS	
F7	In the case of a security breach or unexpected exposure of UCF Restricted Data, what are the hosting service provider's incident response procedures? *Please explain in the comments field.*	Yes	Client will be notified by Cobblestone if documented, confirmed data breach occurs.	
F8	What is the service provider's process for disclosing to UCF any data requests, such as subpoenas or warrants, from a third party? *Please explain in the comments field.*		We will coordinate Activities Between each Party	
F9	Has the organization ever experienced a breach of customer data? *If yes, please explain the extent of the breach and the controls implemented to prevent future breaches in the comments field.*	No	None Known	
F10	Does the organization employ procedures to comply with Florida's data breach notification law? *(If no, please explain in the comments field)*	Yes	Comply Notification timely mitigation timeline & Reporting	

	Patch Management			
G1	Does the organization review, test, and apply software patches on a regular basis?	Yes		
G2	Does the organization have an automated patch management solution deployed? *If no, please explain in the comments field.*	Yes	On dev & Test Automated + Scheduled on Productions	
G3	Does the organization review, test, and apply updates to server firmware (e.g., bios, raid card) and other appliance firmware on a regular basis?	Yes		
	Network Infrastructure			
H1	Does the organization maintain up-to-date network infrastructure and administration procedures?	Yes		
H2	Does the organization have perimeter scanning/monitoring agreements with managed network services providers?	Yes		
H3	Does the organization configure all routers with access control lists to allow only specific traffic to pass through?	Yes		
H4	Does the organization secure administrative access to its routers and console ports?	Yes		
H5	Does the organization have a procedure to track vulnerability patches for networking devices?	Yes		
H6	Are all networking devices at the latest patch level? *If no, please explain in the comments field.*	Yes		
H7	Does the organization change all default passwords on networking devices?	Yes		
H8	Does the organization control the change frequency and distribution of admin access to network infrastructure?	Yes		
H9	Does the organization use 802.1x complaint security for the wireless network? If yes, what vendor and type (e.g., none, WEP, WPA, WPA2)?	No	No wifi Production in our Data Center	
	Which of the following intrusion prevention/detection systems does the organization employ:			
H10	Host-based Intrusion Detection Systems? (HIDS)	N/A		
H11	Network Intrusion Detection/Prevention System? (NIDS)	Yes	Relentless Intrusion Detection (RID)	
H12	Rogue device and network anomaly detection? *If yes, please explain in the comments field.*		via monitoring If alerted by Personnel.	

H13	Does the organization monitor security policy violations and application/ networked services availability?	Yes		
H14	Does the organization log account success and failures events?	Yes		
H15	(If YES to H14) Is there a process in place to review the log data and address anomalies?	Yes		
	Application Security			
I1	What software development life-cycle methodologies does the hosting service provider use in the development of their software (e.g., TSP-Secure, SAMM, Microsoft SDL, OWASP, NIST SP800-64 rev 2,)? *If yes, please explain in the comments field.*	Microsoft	Agile - modified	
I2	Are security components identified during each phase of the software development life -cycle?	Ye		
I3	Does the service provider have change management policies in place?	Yes		
I4	Are customers notified of changes? *If yes, please explain how in the comments field.*	Yes	CobbleStone Account Manager	
I5	Will the hosting service provider provide UCF lead-time for upcoming changes? *If yes, please specify how much lead-time in the comments field.*	Yes	changes are typically scheduled with clients	
I6	Does the hosting service provider regularly perform source code audits?	Yes		
I7	Are source code audits performed by someone other than the person or team that wrote the code?	Yes		
	Remote Access and VPN			
	Are there any remote access/remote control methods available to access the organization's network, as follows:			
J1	RADIUS?	No		
J2	User ID/Password?	Yes		
J3	Other? – *If yes, please explain in the comments field.*		Limited Ports unpublished IP	
J4	Does the organization force performing supervisory or administrative functions over encrypted external links? *If no, please explain in the comments field.*	Yes	ACL Access to Data Center	

is RDP Encrypted

J5	Does the organization collect and review remote access audit log data?	Yes		
	Firewall			
K1	Does the organization employ firewall services to protect the network?	Yes		
K2	Is the organization's firewall installed on a dedicated system and is it kept up-to-date? *If no, please explain in the comments field.*	Yes		
K3	Does the organization allow non-standard (>1024) IP ports to pass through the firewall? *If yes, please explain in the comments field.*	No		
K4	Does the organization regularly scan and verify all the allowable services provided by the firewall server?	Yes		
K5	Does the organization use firewall-reporting tools to analyze the firewall log?	No	Custom - on Request Because App logs Review too	Access to App is Restricted by IP
K6	Does the organization periodically document and verify security policies on the firewall?	Yes		
K7	Does the organization protect internal IP address range(s)? (e.g., use NAT/RFC 1918)	Yes		
	Malware Controls			
L1	Does the organization scan all emails for malware?	Yes		
L2	Is there explicit policy requiring anti-malware software on networked computers?	Yes		
L3	Does the organization have centralized administration of malware control, such as distribution of signature updates, reporting, policy enforcement, and vendor management?	Yes	For Client Data Center	
L4	Are additional measures in place to protect against malware? *If yes, please explain in the comments field.*	Yes	Typically + Windows McAfee Acct Control	
L5	Does the malware checking software run in the background with established frequency of scanning, etc.?	Yes	On demand scanning McAfee	
L6	Does the organization prevent end-users from disabling malware protection software?	Yes	Yes, only Admin of Server CAN disable	

L7	Does the organization allow installation of personal and non-corporate software or hardware on network computers? *If yes, please explain in the comments field.*	No		
L8	Does the organization employ Application Whitelisting to ensure non-approved programs such as malware cannot execute on managed workstations?	No	Not Automated TO DATE	

Printed Name of Organization Official: MARK NASTASI Feb 04 2014
(Signature) (Date)

Signature of Organization Official: Feb 04 2014
(Signature) (Date)

Signature of Departmental Security Coordinator (DSC): Feb 04 2014
(Signature) (Date)

University of
Central
Florida

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE REVISION

ITN NUMBER: **1307CCSA** OPENING DATE & TIME: **February 11, 2014 @ 2:00 PM**

ITN TITLE: **Contract Management Database**

ADDENDUM NUMBER: 1 ADDENDUM DATE: 12/20/2013

Purpose of this addendum is to extend the dates for answering questions and the ITN opening to the following:

- Addendum for answers to questions to be posted by January 27, 2014 by EOB
- ITN 1307CCSA Opening on February 11, 2014 @ 2:00 PM

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND RETURNING IT, AND ALL OTHER REQUIREMENTS WITH YOUR PROPOSAL. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.

PROPOSERS SIGNATURE

Bradford Jones
PRINT OR TYPE PROPOSER'S NAME

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COMPANY NAME

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EMAIL ADDRESS

University of
Central
Florida

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE REVISION

ITN NUMBER: **1307CCSA** OPENING DATE & TIME: **February 11, 2014 @ 2:00 PM**

ITN TITLE: **Contract Management Database**

ADDENDUM NUMBER: 2 ADDENDUM DATE: 1/17/2014

- Purpose of this addendum is to answer questions that were submitted by vendors.
- Total of 5 pages

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND RETURNING IT, AND ALL OTHER REQUIREMENTS WITH YOUR PROPOSAL. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.

PROPOSERS SIGNATURE

Bradford Jones
PRINT OR TYPE PROPOSER'S NAME

CobbleStone Systems
COMPANY NAME

bljones@CobbleStoneSystems.com
EMAIL ADDRESS

QUESTIONS FOR ITN 1307CCSA
CONTRACT DATABASE MANAGEMENT

1. How many user licenses are needed?

   Answer: Approximately 300 users with different levels of licensing requirements.

2. How many users need the ability to add or edit contract documents?

   Answer: Approximately 300 users with different requirement levels.

3. Are you planning to use the system workflow for contract review and approval?

   Answer: Yes

4. How many users need to participate in the review and approval process?

   Answer: Approximately 25 or more.

5. Is your review and approval process defined and documented?

   Answer: Some of our departments do have their review process defined and documented, some departments have excel spreadsheets, and the university has policy documents for contract processing and signature authority.

6. Please provide the process documentation?

   Answer: We can provide a sample of the excel spreadsheets and UCF policies.

7. Do you have an existing system? What is the existing system?

   Answer:
   GC – Excel Spreadsheet
   ORC – Yes, MOVE a home-grown system and SharePoint
   COM – Excel Spreadsheet
   Foundation – Excel spreadsheet and shared folders
   Purchasing – Excel Spreadsheet

8. Are the documents currently in electronic format?

   Answer: Most of the documents are in electronic format.

9. Is the vendor required to migrate the existing documents to the new system?

   Answer: To be determined on and cost and process.

10. How many documents currently exist?

    Answer:
    GC – approximately 17, 700 files
    ORC – approximately 550+ files
    COM – approximately 3,000 files
    Foundation –approximately 250 files
    Purchasing – approximately 7,000 files

11. Do you want the vendor to provide end user training or just train the trainers?

Answer: Both at different levels

12. Do you want the vendor to provide implementation services or just provide system administration training?

Answer: Both at different levels

13. How many total users will require login access to the Contract Management Software to add contracts, request contracts, edit contracts, approve contracts, delete contracts, run reports, etc…?

Answer: Approximately 300 users with different requirement levels.

14. How many total legacy (historic) contract records will be imported into the Contract Management System?

Answer: To be determined on cost and process.

15. What format are the legacy (historic) contract records currently in (MS Excel, MS Access, legacy system, etc..)?

Answer: Files are in Word, PDF, and Excel format.

16. How many columns/fields are currently tracked for the legacy (historic) contract records?

Answer:
GC – 22 columns, 8 can be combined into 1
ORC – tbd
COM – 28 columns
Foundation – 15 columns
Purchasing – 11 columns

17. How many legacy (historic) electronic contract files will be imported into the Legal Contract Management Solution?

Answer: To be determined on cost and process.

18. Where are the legacy (historic) electronic contract files currently stored (shared folders, SharePoint, document management system, etc.).

Answer:
GC – share drive
ORC – home-grown, SharePoint
COM – share drive
Foundation – shared folders
Purchasing – share drive

19. What third-party systems do you anticipate will be integrated with the Contract Management Solution? Please provide system details (system name, database used, home-grown or commercial) if applicable.

Answer: To be determined, UCF has a locally built system we like to integrate.

20. What data will UCF be passing in the data integration between the Contract Management Solution and other third-party systems?

Answer: Detailed contract information

21. How are you receiving documents today? What percentage is paper?

Answer:
GC – hardcopy and electronic, 90% is hardcopy
ORC – 10% hardcopy, 90% electronic
COM – email, word, PDF, 5% or less hardcopy
Foundation – 90% email and 10% hand delivery. 100% become hard copies for signing purposes
Purchasing – 10% to 15% hardcopy

22. What types of reports are you looking to generate, and what data are you reporting on?

Answer: 20-30 custom reports and the ability to build reports.

23. Do you have a specific number of users and scan stations outlined?

Answer: Approximately 300 users with different requirement levels and different scan stations.

24. What type of electronic signatures are you looking at support? Mouse signatures, specific 3rd party integration, signature pad?

Answer: Electronic signature that is legally verifiable legal.

25. Are the calendar invites being utilized within Outlook or within the database?

Answer: Outlook

26. How are you generating your contract identifiers?

Answer: UCF does not have contract identifiers.

27. Could you outline what types of items are on a checklist?

Answer: UCF does not have checklist.

28. How many templates need to be created?

Answer: 150 plus among different departments.

29. Is the OCR process to create a full-text search of each document or automate the indexing of documents?

Answer: Full text search.

30. Where is the "UCF Data Security Questionnaire" form located?

Answer: One form is currently located on the UCF Purchasing website with the ITN, there are multiple forms.

31. Could you provide an estimate of pages to the average contract? We understand that some contracts will contain more than others, so for example an employee contract may contain on average 50 pages, a medical contract may contain 100, etc.

Answer: 10 plus pages

32. Could you provide information on the various types of contracts the new system will manage? i.e. legal, medical, employment, etc.

Answer: All types.

33. Will there be any back file uploading into the new system or will UCF only use the new system for new contracts day one forward?

Answer: To be determined on cost and process.

34. If there will be back file of existing contracts and related documents, can an estimate of the number of contracts and average page count of the contract be provided? How many years' worth of back files?

Answer: To be determined on cost and process.

35. If there are back file contracts needed to be imported, do you want a separate proposal from the vendors to provide this service?

Answer: Yes

36. Approximately how many users are involved with the Contract review and approval process?

Answer: Approximately 25 or more.

37. Statement of Objective #2 Cloud Offering – Allows for quicker implementation; system maintenance and archive capabilities provided by vendor. You are requiring Active Directory Security we offer Cloud with robust Content Management Security only today. We need to know if you would accept our Content Management Security. This is something that is on our roadmap for our Cloud Solution, but not scheduled yet.

Answer: The system should have the ability to use Active Directory for Authentication and allow the use of AD groups to manage and assign roles to users in the system.

38. Statement of Objective #9. Automatic calendar reminders. Requires additional details. Please elaborate.

Answer: System notifications to remind of significant events.

39. Statement of Objective #13. Repository for templates, checklists, and standard terms. Requires additional details. Please elaborate.

Answer: UCF does not have a checklist. Approximate number of templates is 150 plus among different departments.

40. Statement of Objective #15. Ability to "link" contract and other documents. Requires additional details. Please elaborate.

Answer: The ability to link external supporting documents in multiple file formats.

41. Statement of Objective #19. Electronic Signature. Requires additional details. Please elaborate.

Answer: The ability to exchange and execute contracts electronically with a verifiable legal electronic signature.

42. In section 1.1, item 3 states to complete the UCF Data Security Questionnaire. The Questionnaire was not included within the RFP document. Will UCF be providing the Questionnaire, or will the Questionnaire be completed after award? Where is the "UCF Data Security Questionnaire" form located?

Answer: One form is currently located on the UCF Purchasing website with the ITN, there are multiple forms.

University of
Central
Florida

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE REVISION

ITN NUMBER: **1307CCSA** OPENING DATE & TIME: **February 11, 2014 @ 2:00 PM**

ITN TITLE: **Contract Management Database**

ADDENDUM NUMBER: 3 ADDENDUM DATE: 1/24/2014

- ➢ **Purpose of this addendum is to clarify the following answered questions in addendum #2 that were submitted by vendors. (#6; #9; #11; #12; #14; #17; #22; #24; #30; #33; #34; #42)**
- ➢ Total of 3 pages

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND RETURNING IT, AND ALL OTHER REQUIREMENTS WITH YOUR PROPOSAL. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.

PROPOSERS SIGNATURE

Bradford Jones
PRINT OR TYPE PROPOSER'S NAME

CobbleStone Systems
COMPANY NAME

bljones@CobbleStoneSystems.com
EMAIL ADDRESS

QUESTIONS FOR ITN 1307CCSA
CONTRACT DATABASE MANAGEMENT—Clarification of questions (#6; #9; #11; #12; #14; #17; #22; #24; #30; #33; #34; #42)

6. Please provide the process documentation?

Answer: We can provide a sample of the excel spreadsheets and UCF policies.
We will provide a sampling of the multiple spreadsheets that are currently in use by the department during the negotiation phase of the project.

9. Is the vendor required to migrate the existing documents to the new system?

Answer: To be determined on and cost and process.
Please submit pricing to show both migration of the existing documents and the cost of only loading new documents.

11. Do you want the vendor to provide end user training or just train the trainers?

Answer: Both at different levels
Please submit pricing for both scenarios; end user training and train the trainer courses.

12. Do you want the vendor to provide implementation services or just provide system administration training?

Answer: Both at different levels
Please submit pricing for both scenarios of training.

14. How many total legacy (historic) contract records will be imported into the Contract Management System?

Answer: To be determined on cost and process.
Please submit pricing by number of records and by the total data size (MB).

17. How many legacy (historic) electronic contract files will be imported into the Legal Contract Management Solution?

Answer: To be determined on cost and process.
Please submit pricing by number of records and by a total data size (MB).

22. What types of reports are you looking to generate, and what data are you reporting on?

Answer: 20-30 custom reports and the ability to build reports.

We will need a minimum of 10 custom reports with the ability to create up to 30 custom reports. The minimum data needed for the reports are below:

- **Name of contract**
- **Procurement method**
- **Contract beginning and end dates**
- **Nature of the commodities or services purchased or provided**
- **Any contract unit prices and deliverables**
- **Total compensation to be paid**
- **All payments made to date**
- **Contract performance measures**
- **If not completely procured, justification for such action including a statutory citation to an exemption or exception**
- **Electronic copy of the contract with appropriate redactions for confidential/exempt information.**

24. What type of electronic signatures are you looking at support? Mouse signatures, specific 3rd party integration, signature pad?

Answer: Electronic signature that is legally verifiable.

30. Where is the "UCF Data Security Questionnaire" form located?

Answer: One form is currently located on the UCF Purchasing website with the ITN, there are multiple forms.

The basic form (multiple pages) is located on the UCF Purchasing website; please fill out and submit with your bid. There may be additional security forms after the intent to award has been offered to the vendor.

33. Will there be any back file uploading into the new system or will UCF only use the new system for new contracts day one forward?

Answer: To be determined on cost and process.

Please submit pricing to upload the existing documents and the cost of the mutually agreed start date.

34. If there will be back file of existing contracts and related documents, can an estimate of the number of contracts and average page count of the contract be provided? How many years' worth of back files?

Answer: To be determined on cost and process.

Please submit pricing to upload the existing documents (by years or total amount a MB data space) and the cost of the mutually agreed start date.

42. In section 1.1, item 3 states to complete the UCF Data Security Questionnaire. The Questionnaire was not included within the RFP document. Will UCF be providing the Questionnaire, or will the Questionnaire be completed after award? Where is the "UCF Data Security Questionnaire" form located?

Answer: One form is currently located on the UCF Purchasing website with the ITN, there are multiple forms.

The basic form (multiple pages) is located on the UCF Purchasing website; please fill out and submit with your bid. There may be additional security forms after the intent to award has been offered to the vendor.

CobbleStone Systems
Contract Insight Hosting Services

CobbleStone Systems

ContractInsight

The Ultimate Web-based Contract Management Solution

DATE HERE - Confidential Detailed Proposal

[COMPANY NAME/ADDRESS]

Subject: Confidential Pricing for Contract Insight

Dear ____:

Thank you for contacting CobbleStone Systems Corp. and inviting us to present Contract Insight™ Contract Management Software to you and your team. It is a pleasure to present the following quotation for Contract Insight that includes; Contract Tracking, e-mail alerts, calendaring, authoring, workflow tasks, security, document management, scanning, searching and reporting. Attached is the full agreement with pricing as well. NOTE: We can optionally price onsite installation and onsite training if needed. This proposal is for the hosting of Contract Insight™, contract management software application. The Contract Insight application will be made available to client for end-use via the Internet and web browser. ***Please let me know if we should adjust the pricing options below based on changes of the requirements.***

Exhibit A: Pricing: Deliverables and Pricing
Proposed Web Address: https://yourdomain.cobblestonesystems.com/ allow http: no allow https: Yes

Insert final price quote here

*Offer is valid for 30 days and is subject to change after 30 days; offer is subject to the attached agreement. Travel (if required) is not included unless specifically priced. Product features can be found at http://cobblestonesystems.com/Compare_Versions.aspx.

CobbleStone has been providing contract management solutions since 1995 and has years of client feedback and industry knowledge. CobbleStone is trusted by over 380 clients and over 2,600 users.

Contract Insight™ is a great addition to an organization's needs and offers: contract tracking, user-defined fields, custom reports, e-mail alerts, tasks and checklists, security, document scanning and management, workflow, financials, searching, full text indexing, web platform, web calendaring, and more. We feel that our expertise and product may be a good match for your requirements and look forward to present our system to you and your team. Please contact me if there are any questions or if you would like to proceed. We look forward to working with you and your team.

Sincerely,

____
CobbleStone Systems Corp.—Leaders in Contract Software!
856-939-4600 tel. | 609-482-8023 fax.
___________@CobbleStoneSystems.com

To initiate service:

1. Complete signature block information located at the end of this document
2. Fax complete hosting agreement to your sales agent at 609-482-8023.
3. Upon our acceptance of your executed copy of the contract, Company will countersign this document and fax it back to you.
4. Once signed, CobbleStone will schedule the provisioning of the system and kick-off call.

Contract Insight Enterprise Application Software Hosting Services Agreement

This Agreement is entered into by and between CobbleStone Systems Corp. (“Company”) and ____________ (“Customer”).

Whereas, Company has experience in Contract Insight application hosting services and is willing to provide services to Customer based on this background; and

Whereas, Customer desires to have hosting services provided by Company;

NOW, THEREFORE, IN CONSIDERATION of the mutual promises made herein and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

DESCRIPTION OF SERVICES

Company will provide the following services either directly or by acquiring them from third parties (collectively, “Services”):

Application Hosting Services: Described as providing Contract Insight Enterprise software over the Internet as a software as a service with connection from Company’s data center to the publically facing internet connection IP address. Application hosting will be provided on the Company’s equipment. The application Hosting Services includes access to one production instance of the application as specified in Exhibit A, additional instances if not specified in Exhibit A are excluded. The equipment and software used by Company in providing Services are referred to collectively as the “Products”.

Service Levels: Company will use commercially reasonable efforts to ensure the reliability and availability of all Services under Company's control; however, due to Internet complexities and items beyond the control of the Company, the Company does not guarantee or warrant any specific level of availability to a user’s computer. The Company does warrant that the system will be available from the web application service 99.5% of the time excluding scheduled maintenance periods. Down time shall be defined as a period of inaccessibility from two independent points of presence to the application web server with a non-response of fifteen contiguous minutes excluding schedule maintenance periods and priority downtime. Response times are commensurate with the user’s connection speed, for example, an average response time of a 1 MB file with a client connection speed of 1.544 Mbp would be 7 seconds. The application web service is defined as an http or https response from the Company’s server to their internet gateway IP address externally available to the Internet. In the event there is a documented outage and the Service Levels have not been met and has been confirmed by Company, the maximum amount of credit to Client shall not exceed the equivalence of one month of the service price in the month the outage occurred. In no event will the Company’s Liability exceed the fees paid for in the month in which the outage occurred.

Scheduled Maintenance and Downtime: The Company reserves the right to schedule downtime daily for standard maintenance between 1:00 AM until 4:00 AM Eastern Time USA. At any time as deemed necessary by the Company, Company shall have the right to temporarily suspend service to apply emergency fixes and support. Downtime shall be defined as the application’s external IP address via http or https port not accessible for greater than fifteen minutes from two independent locations during the same time span.

Priority Downtime: The Company reserves the right to temporarily suspend services without notice to respond to emergency fixes, respond to hackers, attacks, viruses, respond to protecting Company and Customer data and to response for regulations as per applicable law. Priority downtime shall not be included in the uptime guarantee.

Maintenance/Support: Company will provide support to Customer related to the Contract Insight product features. This will consist of responding to trouble calls as reasonably required to make Customer’s application perform as per Company’s documentation. Standard hours of support are 8am to 7pm Monday through Friday (Eastern Time), exclusive of United States Federal holidays. Standard emergency supports includes 24 hour, 7 day support for mission critical problems with a targeted response time consistent with problem severity as designated by Company. Support excludes training and formal consulting services unless otherwise purchased in Exhibit A. All other services will be provided on a fee basis.

***Activation*:** The application to be used to perform Services will be available for Customer ("Activated") within 15 days after the execution of this Agreement if Customer timely supplies all necessary information to Company.

Named End Users: A “Named End User” (“Named User”) is defined as the total number of users activated in their user profile regardless if they are actively logged in.

***End Users*:** An “End User” (“Concurrent User”) is defined as the total number of users accessing the Licensed Software within a specified Server Session time-out period.

Server Session: A Server Session is the time period set on the Licensed Software server that defines the length in time a user can remain in the system during a user active and in-active periods.

***Backups*:** The Company will use commercially reasonable efforts to ensure the reliability of data backups; however, the Company does not guarantee or warrant any specific level of service as related to data backups. The Company will provide standard backup services which include rolling 30 daily onsite backups and daily off site backups. Direct client access to most recent scheduled interval backup may be provided at a fee of $99.99 per month, plus one time set up $100.00 in addition to the rates specified in Exhibit A. At the Customer’s request, the Company will provide data extract no more than once annual and at termination within 10 business days of such request.

TERM, PRICES, AND PAYMENT

Term: The initial term of this Agreement shall be twelve 12 months from date of activation unless terminated as provided herein. After the expiration of each term, this Agreement will be automatically renewed for successive 12-month terms unless either party gives notice of its intent not to renew at least 90 days prior to the expiration of the then current term.

Setup Payment: Customer will pay a fee to Company for the initial set-up of the products and services in the amount defined in the pricing section stated in Exhibit A and are due in full upon execution of this Agreement.

Annual and Initial Payment: Application hosting license fee(s) as specified in Exhibit A will be invoiced when system is made available to Customer and is due and payable with thirty (30) days upon receipt of valid invoice. Charges for Services, if any, supplied shall be invoiced upon completion and due within thirty 30 days.

Past Due Payments: Interest charges of 1.50% per month (or the highest rate permissible under applicable law, if less) may accrue daily on all amounts not received when due. Customer will pay or reimburse Company for any and all taxes and other charges imposed as a result of this Agreement, including sales and use taxes, duties or levies imposed by any authority, government or government agency (but excluding property taxes and taxes levied on Company's net income). Upon termination of this Agreement, prospective payments under this paragraph shall cease; provided, however, that Company shall be entitled to payments for periods or partial periods that occurred prior to the date of termination and for which Company has not yet been paid. If Customer is in Default, including termination of this Agreement other than as permitted by its terms, Company will terminate services and Customer shall immediately pay Company in one lump sum the product of the monthly fee and the portion of the term remaining immediately prior to such Default.

Additional Services: Charges for additional products or services as set forth in any subsequent Purchase Order or Service Agreement shall be as set forth in that Purchase Order or Service Agreement and subject to Company's then current rates and policies.

Tariff Applicability: In the event that any Services ordered by Customer are subject to a tariff filed by Company or any other network service provider whose services and/or equipment is utilized by Company to provide Service and/or equipment to Customer, the terms and conditions of such tariff shall govern Customer's use of such Services.

Rate Escalation: After the initial term, Company shall have the right to increase its charges upon thirty (30) days' prior notice via invoice. Rate increases shall not exceed eight percent (8%) per year.

Cancellation by Customer: Customer may terminate this Agreement with thirty (30) days' notice with no future obligation. Any un-used and pre-paid portion of the contract term remaining shall be refunded calculated by the number of months remaining divided by the initial term multiplied by the term amount.

CUSTOMER RESPONSIBILITY

Licenses**:** Company will provide all software licenses necessary to host Contract Insight.

Passwords: Customer agrees not to allow the use of any process, program, or tool which would be used for the purpose of guessing passwords or that makes unauthorized attempts to access other systems or networks. Customer acknowledges that Company will assist local, state and federal authorities in the prosecution of any and all illegal activities.

Compliance with Law:
Customer agrees to use Services only as permitted by applicable law, including but not limited to export control laws and regulations. The transmission of any material in violation of applicable law is prohibited. This prohibition includes, but is not limited to, the transmission of bulk e-mail often referred to as "spam" e-mail, the transmission of copyrighted material without permission of the copyright holder, threatening or obscene material and trade secrets.

Company may terminate this Agreement at any time for violations of any Laws or regulations that govern this Agreement. Following such a termination, Customer shall immediately pay Company in one lump sum the product of the monthly fee and the portion of the term remaining immediately prior to termination of this Agreement.

NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, or via FedEx addressed as follows:

If for Customer:

If for Company:
CobbleStone Systems Corp.
114 E. Clements Bridge Rd
Runnemede, NJ 08078

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

TITLE TO PRODUCTS AND SERVICES

All title to equipment and software licenses provided by Company (as listed in Deliverables and Prices or which are otherwise or subsequently provided by Company) are the property of Company and remain the property of Company during and after the term of this Agreement.

All non-public data and content and related files from the Customer’s application are the property of Customer and remain the property of Customer during and after the term of this Agreement.

License. This software program (the “Program”) and the accompanying documentation (the “Documentation”) are licensed, not sold, to Customer. The term “Program” shall also include any Updates and Upgrades of the Program licensed to Customer by Company for the Product and optional add-on module(s) purchased and licensed as per Exhibit A. The term “Update” means (i) any engineering patch intended to fix bugs and errors in the Licensed Software Program. The term “Upgrade” means a software package that replaces aversion of the purchased product with a newer version of the purchased product as specified in Exhibit A. Subject to the terms of this Agreement, Customer has a non-exclusive and nontransferable right to use the Program and Documentation. Customer agrees to use reasonable efforts to prevent and protect the contents of the Program and Documentation from unauthorized disclosure or use. Company reserves all rights not expressly granted to Customer. Customer shall not add more End-Users on the Licensed Software than the number of Licenses for which it has paid a License. Customer shall not export the Licensed Software or Documentation, or any copies thereof, to any End-User in violation of applicable laws and regulations. This Agreement does not and shall not be construed as transferring ownership rights in the Licensed Software, Documentation, any modifications thereto or any related materials to Customer or to any third party. Company and its licensors own and shall retain all right, title and interest in such materials except as specifically granted herein. Customer shall retain all copyright and trademark notices on the Licensed Software and Documentation and as otherwise necessary to protect Company intellectual property rights.

Limitations of Use. Customer may not rent, lease, sell, provide unlicensed access, or otherwise transfer or distribute copies of the Program or Documentation to others. Customer may not reverse assemble, reverse compile or otherwise attempt to create or modify the source code from the Program.

TREATMENT OF CONFIDENTIAL INFORMATION

Customer recognizes that any software and programming provided to Customer pursuant to this Agreement constitute valuable trade secrets of Company. Customer shall use reasonable efforts to protect and keep confidential all software and programming used by it and shall make no attempt to examine, copy, alter, “reverse engineer”, tamper with or otherwise misuse such software and programming.

Company recognizes that all data stored on Company network is confidential and may contain non-public Customer information. Company, pursuant to this Agreement shall use reasonable efforts to protect and keep confidential all non-public data provided by Customer.

All right, title and interest in and to any Customer content or Customer data relating to Customer business shall remain the property of Customer.

WARRANTIES/DISCLAIMERS/LIMITATIONS OF LIABILITY

Company warrants that:

(A) all goods utilized by Company in providing Services will be in good working order and will conform to Company's service specifications on the date installed,

(B) all work performed by Company in providing Services shall be performed in a good and workmanlike manner; and

(C) it has sufficient legal rights to provide Services to Customer.

THE WARRANTIES SET FORTH IN THE IMMEDIATELY PRECEDING SENTENCE ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Customer acknowledges that information available from or through Services or any interconnecting networks may not be valid or accurate. Company makes no warranties of any kind, either express or implied, regarding the quality, accuracy, or validity of the data and/or information residing on or passing through any such networks. The use of any information obtained from or through Services will be at Customer's own risk.

Customer acknowledges that Company cannot and will not be responsible for any data or content of such data transmitted over the Internet or stored on any servers or equipment that are used for the purpose of providing Services, including but not limited to internet connectivity, web hosting, server allocation or dedicated web hosting.

CUSTOMER AGREES THAT COMPANY IS NOT RESPONSIBLE OR LIABLE FOR ACTS OF GOD, FOR ACTS BEYOND THE CONTROL OF COMPANY, THIRD-PARTY SOFTWARE BUGS, IMPROPER APPLICATION ARCHITECTURE, OR IMPROPER APPLICATION IMPLEMENTATION. IN NO EVENT WILL COMPANY BE LIABLE FOR LOST PROFITS OR CONSEQUENTIAL DAMAGES, EVEN IF COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM AGAINST THE CUSTOMER BY ANY THIRD PARTY. IN THE EVENT OF ANY DEFAULT BY COMPANY HEREUNDER, CUSTOMER'S SOLE REMEDY SHALL BE THE ADJUSTMENT, REPAIR OR REPLACEMENT OF THE GOODS OR SERVICES AS DEEMED APPROPRIATE BY COMPANY. IN NO EVENT WILL COMPANY’S LIABILITY EXCEED THE FEES PAID FOR THE MONTH IN WHICH THE OUTAGE OR DEFAULT OCCURRED.

If Customer is in Default, Company may terminate this Agreement and retake possession of any goods provided to Customer and not yet paid for (before, during or after any action to recover sums hereunder), in which case Customer shall provide Company full and free access to such goods. Further, Company shall retain all payments made hereunder, and recover charges and costs owed by Customer as well as any other damages Company may have sustained because of Customer's Default, including but not limited to attorney and collection agency fees. For purposes of this Agreement, Customer shall be deemed in “Default” in the event Customer becomes the subject of a voluntary or involuntary bankruptcy, insolvency, reorganization or liquidation proceeding; makes an assignment for the benefit of creditors; admits in writing its inability to pay debts when due; or fails within 10 days after receiving written notice to remedy any breach of this Agreement.

INDEMNIFICATION

Customer agrees to indemnify and hold Company harmless from any claim, demand or cause of action and all damages, judgments, decrees, costs and expenses, including attorneys’ fees arising, from Customer's use of Services or any violation by Customer of any of the terms of this Agreement, including but not limited to using Services and publication of any image or information on Customer’s Contract Insight site in violation of the rights of any other person. Customer acknowledges and agrees that Company may block access to Customer’s Contract Insight site if either of them receives notice of any such violation, and Customer agrees to indemnify and hold Company harmless from any claim, demand or cause of action and all damages, judgments, decrees, costs and expenses, including attorneys’ fees, related to blocking such access or such notice.

GENERAL

Customer's rights to use services and products are non-exclusive, non-transferable and non-sublicensable. Customer shall not attempt to assign or transfer any rights or obligations under this Agreement without the prior written approval of Company. Any attempt to assign this Agreement in violation of the provisions of this paragraph will be void and of no force or effect. Customer and any attempted transferee shall be jointly and severally liable to Company for any costs or damages incurred by Company in connection with attempted assignments not permitted by this paragraph.

Company’s performance hereunder shall be excused where delayed or hindered by war, riots, embargoes, strikes or other concealed acts of workmen, casualties, accidents, acts of nature (including flood or earthquake), or other occurrences beyond Company's control. Company shall notify Customer in the event of any of the foregoing occurrences. Should such occurrence continue for more than 30 days, Company may terminate this Agreement.

Any legal action arising out of Company’s provisioning of Services, including the failure, malfunction or defect in the Services, shall be brought within one year of the occurrence, or is deemed waived.

Upon execution of this Agreement, Company shall have the right to identify Customer as a client in Company press releases and other publications.

This Agreement represents the complete agreement and understanding between Company and Customer with respect to the subject matter herein, and supersedes any other written or oral agreement. The terms and conditions of this Agreement may only be modified in writing and must be signed by Company and Customer.

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

IN WITNESS WHEREOF, the parties named below, by signatures of their duly authorized representatives, have executed this Agreement on the dates set forth below, the latter of which shall be the effective date of the Agreement.

Accepted by Customer:

NAME/TITLE

SIGNATURE / DATE

Accepted by Company: COBBLESTONE SYSTEMS CORP.

SIGNED BY (FULL NAME) / TITLE

SIGNATURE / DATE

APPENDIX I

EVALUATION SCORING SHEET

NAME OF RESPONDENT COMPANY CobbleStone Systems Corp.

INSTRUCTIONS TO EVALUATION COMMITTEE MEMBER:

1. Evaluate each offer on a separate form.
2. Work independently and do not discuss the Offers or your evaluation with anyone.
3. When the forms are completed, sign, date and deliver them in a **sealed envelope** to the **Purchasing Representative named in section 2.1.**

Evaluation Factors	Max Points	Points Awarded
1. EXPERIENCE AND QUALIFICATIONS OF PROPOSER	20	
2. PROJECT STAFF QUALIFICATIONS/EXPERIENCE	10	
3. OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/ PROJECT APPROACH	30	
4. OVERALL PRICING	20	
5. COMPANY'S VIABILITY AND GOODSTANDING	10	
6. CONFORMANCE TO RFP'S PREFERRED CONDITIONS AND REQUIREMENTS **(FAILURE TO CONFORM TO RFP'S MANDATORY CONDITIONS AND REQUIREMENTS MAY RESULT IN REJECTION OF PROPOSAL)** Section 2.0	10	
Total Points:	100	
Comments, if any:		

EVALUATOR'S NAME______________________________

EVALUATOR'S SIGNATURE______________________________

DATE______________________________

APPENDIX II
SUPPLEMENTAL OFFER SHEET
TERMS AND CONDITIONS

The sections set forth below must each be initialed, as YES for "understood and agreed upon" or NO for "not agreed to." Failure to complete and return this document with your offer could result in rejection of your offer, at UCF's sole discretion. Respondents shall not check sections as "understood and agreed upon" with the intent to negotiate a change to those sections/terms and conditions after tentative award of a contract resulting from this ITN. Respondents disagreeing with any term or condition of this ITN shall act to resolve the difference prior to the deadline for inquires, as noted in this ITN. A Respondent's disagreement with any non-negotiable section of this ITN shall be automatically rejected. Failure of the university and the tentative awardee to come to an agreement with respect to terms and conditions within a time frame UCF determines to be reasonable constitutes grounds for rejection of that offer and the University shall have the right, at its sole discretion, to award the contract to the next favorable respondent.

SECTION	**YES** ✓	**NO**	**RESPONDENT INITIALS**
2.1 **Non-negotiable**			
2.2 **Non-negotiable**	✓		
2.3 **Non-negotiable**	✓		
2.4	N/A		
2.5	✓		
2.6 **Non-negotiable**	✓		
2.7 Section Not Used	N/A		
2.8 **Non-negotiable**	✓		
2.9	✓		
2.10	✓		
2.11 **Non-negotiable**	✓		
2.12	✓		
2.13**Non-negotiable**	✓		
2.14**Non-negotiable**	✓		
2.15	✓		

SECTION	**YES**	**NO**	**RESPONDENT INITIALS**
2.16	✓		
2.17	✓		
2.18 **Non-negotiable**	✓		
2.19	✓		2.19 Request Clause to be mutual
2.20 **Non-negotiable**	✓		
2.21	✓		OK
2.22	✓		
2.23	✓		
2.24	✓		
2.25	✓		
2.26	✓		
2.27**Non-negotiable**	✓		
2.28	✓		
2.29	✓		
2.30**Non-negotiable**	✓		
2.31**Non-negotiable**	✓		
2.32	✓		
2.33	✓		
2.34	✓		
2.35**Non-negotiable**	✓		
2.36	✓		
2.37	✓		
2.38	✓		

SECTION	YES	NO	RESPONDENT INITIALS
2.39**Non-negotiable**	✓		
2.40	✓		
2.41	✓		
2.42**Non-negotiable**	✓		
2.43	✓		
2.44	✓		
2.45	✓		
2.46	✓		
2.47		✓	See Comments At
2.48	✓		
2.49 **Non-negotiable**	✓		
2.50	✓		
3.0	✓		
4.0		✓	See Comment on Attache

RESPONDENT COMPANY NAME CobbleStone Systems

AUTHORIZED SIGNATURE

TITLE Vice President

DATE 12/18/2013

CONTRACTUAL AGREEMENT

For

REQUEST FOR PROPOSAL (RFP) OR INVITATION TO BID (ITB) #: __________

ENTITLED: ____________________ (IF APPLICABLE)

Between

UNIVERSITY OF CENTRAL FLORIDA AND (COMPANY NAME).

This Agreement is entered into and effective as of the date of the last signature hereto, by and between the University of Central Florida, on behalf of its Board of Trustees ("University" or "UCF"), and CobbleStone Systems Corp. ("Payee"). The parties agree as follows:

1. **ACKNOWLEDGMENT.** Payee acknowledges that:
   - **A.** The University is a public entity of the State of Florida;
   - **B.** The University is exempt from federal and Florida taxes;
   - **C.** UCF's liability is regulated by Florida law. Except for its employees acting within the course and scope of their employment, UCF shall not indemnify any entity or person and, then, such indemnification is limited to the express terms of §768.28, Florida Statutes. The State of Florida is self-insured to the extent of its liability under law and any liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, UCF's liability and indemnification obligations in this Agreement shall be effective only to the extent expressly required by §768.28, Florida Statutes. Any provision requiring UCF to provide insurance coverage other than the State of Florida self-insurance shall not be effective.

2. **DESCRIPTION OF SERVICES.** The Payee is an independent contractor pursuant to Florida law and assumes full responsibility for completion of the services/delivery of the goods, as described in detail in Attachment "A" to this Agreement, which is incorporated herein for all purposes. Units of deliverables, if any, for such services/goods are stated in Attachment "A". Such services/goods shall be rendered/delivered in accordance with the schedule and for the amounts set forth in Attachment "A".

3. **TOTAL AMOUNT OF AGREEMENT.** The total amount of this Agreement shall not exceed _____ [Insert amount], in accordance with UCF RFP/ITB No. ___________ (if applicable).

4. **SOURCE OF PAYMENT.** If applicable, payments to Payee under this Agreement shall be paid out of the University's account N/A.

5. **PERFORMANCE CRITERIA.** Criteria, if any, and the final date(s) by which such criteria must be met to complete this Agreement are described in detail in Attachment "B," which is incorporated herein for all purposes. Such criteria, if any, shall be met in accordance with the schedule set forth in Attachment "B".

6. **PERIOD OF PERFORMANCE.** The Payee shall commence performance of the terms of this Agreement on _____________, 20____, and shall end his/her performance of this Agreement on _____________, 20____. The University may renew/extend this Agreement, as mutually agreed to by both parties.

7. **PAYMENT.**

   A. The University shall have sufficient time (as determined by the University) after its actual receipt of ordered goods or services to inspect and approve/disapprove the goods and/or services. It is the policy of the University that invoices on goods and/or services that have been received, inspected and approved by the University will generally be paid within thirty (30) days of the University's receipt, inspection and approval thereof. Until the University receives a properly completed invoice, the payment process will not begin.

   B. Advance payment for goods and services shall not be made except in accordance with applicable Florida law.

   C. The University shall not be bound to any prepayment penalty clauses.

   D. Bills for approved travel expenses shall be submitted in accordance with §112.061, Florida Statutes. The University may establish rates not to exceed the maximum allowed as provided in §112.061, Florida Statutes. The University reserves the right not to pay travel expenses unless the University approves such expenses in advance, in writing. The University has the right to make travel arrangements for Payee.

   Bills for fees or other compensation for services or expenses shall be submitted in sufficient detail with supporting documentation sufficient for pre-audit & post-audit.

8. **VENDOR OMBUDSMAN STATEMENT.** The University has established a Vendor Ombudsman who acts as an advocate for vendors who may be experiencing problems in obtaining timely payment(s). The Vendor Ombudsman may be contacted at (407) 882-1000.

9. **ANNUAL APPROPRIATION.** The University's performance and obligations under this Agreement are subject to and contingent upon annual appropriations by the Florida Legislature and other funding sources.

10. **ASSIGNMENTS.** Under no circumstances shall the Payee assign to a third party any right or obligation of Payee pursuant to this Agreement without prior written consent of the University. If Payee is, or during the term of this Agreement becomes, an individual on the payroll of the State of Florida, Payee represents that he or she has complied with all applicable provisions in the Florida Statutes and Florida Administrative Code regarding outside or dual employment and compensation.

11. **BILLING.** The University shall only submit payment to the Payee, if Payee has provided the University with approved invoices. Mere statements in lieu of approved invoices will not be accepted by the University. All invoices must specifically describe the services and/or goods provided, the dates and hours that the services were rendered and/or goods delivered and the fee charged. Payee shall deliver the invoices to UCF's Finance and Accounting Department, unless Payee has been otherwise instructed by the University. The Payee must display the applicable purchase order number on the face of each of Payee's invoices to the University. The University will not be responsible for any goods or services delivered without a properly completed University purchase order or other order provided in writing by a duly authorized University signatory or designee. If Payee's invoice lists any freight or cartage charges, such invoice must attach all of Payee's receipted transportation bills.

12. **CANCELLATION/TERMINATION.** This Agreement may be unilaterally cancelled by UCF for refusal by the Payee to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Payee in conjunction with this Agreement. UCF also may terminate this Agreement without cause on thirty (30) days' advanced written notice to the Payee. The parties to this Agreement may terminate the Agreement at any time by mutually consenting in writing. Either party may terminate this Agreement immediately for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party. The University shall be liable only for payment for services satisfactorily rendered/goods satisfactorily delivered and accepted from the date of commencement until the effective date of cancellation/termination.

13. **COMPLIANCE.** The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

14. **EXPORT CONTROL.** The parties shall comply with all applicable U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799 and/or other restrictions imposed by the Treasury Department's Office of Foreign Asset Controls (OFAC), in the performance of this Agreement. The parties agree that no technology, related data or information will be exchanged or disseminated under this Agreement nor any collaborations conducted pursuant to this Agreement, which are export controlled pursuant to the export control laws of the United States, including the EAR and the ITAR and any other applicable regulations. The Parties agree that the Payee will not provide the University with any ITAR or EAR restricted technology and/or related data, and that any ITAR or EAR restricted technologies and/or data produced in furtherance of this Agreement will be in the exclusive possession of the Payee and at no time will any export controlled technologies, related data, or information be intentionally or inadvertently transferred to

the University, its facilities, labs, staff, researchers, employees, officers, agents, servants or students in the performance of this Agreement. If the Payee wishes to disclose export controlled technology or technical data to the University, the Payee will, prior to disclosing any information, technical data or source code that is subject to export controls under federal law, notify the University in writing that the material is export controlled and shall identify the controls that apply. The University shall have the right to decline or limit (a) the receipt of such information, and (b) any task requiring receipt of such information. In the event the Payee sends any such technical data or product that is subject to export control, without notice of the applicability of such export control, the University has the right to immediately terminate this Agreement. The Payee understands and agrees that to the extent the Payee's personnel have access to work or materials subject to U.S. export controls while on University property, such personnel will meet all federal export control regulatory requirements or have the appropriate U. S. government approval.

15. **CONFLICTS OF INTEREST.** Acceptance of this Agreement shall certify that Payee is aware of the requirements of Chapter 112, Florida Statutes and in compliance with the requirements of Chapter 112, Florida Statutes and other laws and regulations concerning conflicts of interests in dealing with entities of the State of Florida. Payee certifies that its directors and/or principal officers are not employed and/or affiliated with the University unless a current Conflict of Interest (Report of Outside Activity/Employment) form has been completed, executed by such director or officer and approved in accordance with applicable University policies or rules. Violation of this section by Payee shall be grounds for cancellation of this Agreement.

16. **DELIVERY.** Delivery is to be made to "Ship To" location shown on the face of this purchase order. When delivery is specified to a location other than the University's Central Receiving Department, Payee shall direct its carrier to telephone the University's Central Receiving Department before unloading. Delivery of all shipments shall occur between 9:00 a.m. and 4:00 p.m., Mondays through Fridays only, except on State of Florida or U.S. holidays. Indicated on the face of this purchase order is the "Delivery Desired By" date; failure to make delivery by or before "Delivery Desired By" constitutes cause for cancellation of this Agreement by the University. The University of Central Florida is committed to sustainable practices. Palletized shipments should not exceed 1500 pounds per pallet and when possible, should be shipped on a 40"x48" pallet. Payee shall include a packing list showing contents of shipment (if shipment is made in two or more containers). No boxing, packing, installation, assembly, or similar charges (not included in the item price) will be allowed unless expressly and specifically authorized in writing by the University on the face of this purchase order.

17. **EMPLOYMENT OF ALIENS.** Payee's employment of unauthorized aliens, if any, shall be considered a violation of §§274(e) of the Immigration and Nationality Act. If the Payee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the Agreement by the University.

18. **FORCE MAJEURE.** No default, delay or failure to perform on the part of ~~UCF~~ Either Party shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond ~~UCF's~~ reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay or failure to perform due to causes beyond ~~UCF's~~ reasonable control, any dates or times by which ~~UCF~~ performing Party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of ~~UCF~~performing Party.

Comment [t1]: Can this be mutual

19. **GOVERNING LAW AND VENUE.** This Agreement and any attachments and addenda hereto are subject to and governed by Florida law. Venue for any action arising hereunder shall be in Orange County, Florida. The University is entitled to the benefits of sovereign immunity, including immunities from taxation.

20. **HEADINGS.** Headings have been included in this Agreement for convenience only and shall not affect the interpretation of any terms found herein.

21. **INDEMNIFICATION.** Payee shall hold the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants harmless and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts or omissions of Payee, its employees, its agents or of others under Payee's control and supervision. If any part of a delivery to the University pursuant to this Agreement is protected by any patent, copyright, trademark, other intellectual property right or other right, Payee also shall indemnify and hold harmless the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants from and against any and all liabilities, actions, damages, suits, proceedings and judgments from claims instituted or recovered against the University by any person or persons whomsoever on account of the University's use or sale of such article in violation of rights under such patent, copyright, trademark, other intellectual property right or other right, unless use of product by University users violate any laws or regulations.

Comment [t2]: We respectfully recommend that the use of the software product and data entered into the software by the University end-users be the responsibility of the University as the vendor cannot be responsible for the data, images, documents and content uploaded by University users..

22. **INDEPENDENT CONTRACTOR.** Each of the parties is an independent contractor and nothing contained herein shall constitute or designate any of the employees or agents of one party as employees or agents of the other party.

23. **NO JOINT VENTURE.** Nothing contained in this Agreement shall be construed to create a joint venture, partnership, or other like relationship between the parties.

24. **LEASED EQUIPMENT.** The risk of loss or damage to leased equipment, goods or property shall not transfer to the University except as provided in §680.219, Florida Statutes. Any security interest in the leased equipment, goods or property granted to Payee contrary to AGO 79-72 and AGO 80-9 is null and void. Limitation of remedies provisions, which are unconscionable under applicable Florida law, are void.

25. **MATERIAL SAFETY DATA SHEET (MSDS).** In compliance with Florida Statutes, Ch. 442, a Material Safety Data Sheet (MSDS) must accompany any applicable item delivered under this Agreement.

26. **NON-PERFORMANCE.** Neither party shall be required to perform under this Agreement or any attachments or addenda hereto executed by the University's duly authorized signatory when such performance is delayed or prevented by any cause beyond the party's or parties' control. This Agreement and any attachments and addenda hereto executed by the University's duly authorized signatory may not be altered, amended or assigned without the prior written agreement of all the parties.

27. **NOTICES.** Any written notices between the parties shall be sent by certified mail to the following addresses, or other addresses of which the parties shall have notified each other.

For UCF:

For Payee:
CobbleStone Systems Corp.
114 E Clements Bridge Rd
Runnemede NJ 08078
Attn: Legal

28. **PARKING.** The Payee shall ensure that all vehicles parked on campus for purposes relating to work resulting from this Agreement shall have proper parking permits. This applies to all personal vehicles and all marked and unmarked company vehicles that will be on any University campus for one (1) day or more or on a recurring basis. All such vehicles must be registered with University's Parking Services Department, and parking permits must be purchased by the Payee. Payee's vehicle(s) shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all of University's parking rules and regulations could result in the issuance of a parking ticket and/or towing at the expense of Payee or Payee's employees. UCF's Parking Services Department can be contacted at (407) 823-5812 for additional information pertaining to parking and parking fees/rates.

29. **WORK FOR HIRE.** Any work specifically created for the University under this Agreement by the Payee or anyone working on behalf of the Payee (the term Payee shall encompass both) shall be considered a "work for hire." All designs, prints, paintings, artwork, sketches, etchings, drawings, writings, photographs, or any other work or material or property produced, developed or fabricated and any other property created hereunder, including all material incorporated therein and all preliminary or other copies thereof, (the "Materials") shall become and remain the property of the University, and, unless otherwise specifically set forth herein, shall be considered specially ordered for the University as a "work made for hire," or, if for any reason held not to be a "work for hire," the Payee who created, produced, developed or fabricated the Materials hereunder assigns all of his/her right, title and interest in the Materials to the University. The University shall own all right, title and interest in the Materials_. The Payee agrees upon

request to execute any documents necessary to perfect the transfer of such title to the University. The Materials shall be to the University's satisfaction and are subject to the University's approval. The Payee bears all risk of loss or damage to the Materials until the University has accepted delivery of the Materials. The University shall be entitled to return, at the Payee's expense, any Materials which the University deems to be unsatisfactory. On or before completion of the Payee's services hereunder, the Payee must furnish the University with valid and adequate releases necessary for the unrestricted use of the Materials for advertising or trade purposes, including model and property releases relating to the Materials and releases from any persons whose names, voices or likenesses are incorporated or used in the Materials. The Payee hereby represents and warrants that, (a) all applicable laws, rules and regulations have been complied with, (b) the Payee is free and has full right to enter into this P.O. and perform all of its obligations hereunder, (c) the Materials may be used or reproduced for advertising or trade purposes or any commercial purposes without violating any laws or the rights of any third parties and (d) no third party has any rights in, to, or arising out of, or in connection with the Materials, including without limitation any claims for fees, royalties or other payments. The Payee agrees to indemnify and hold harmless the University and those acting for or on its behalf, the UCF Board of Trustees, the State of Florida and the Florida Board of Governors and their respective officers, agents, employees and servants from and against any and all losses, claims, damages, expenses or liabilities of any kind, including court costs and attorneys' fees, resulting from or in any way, directly or indirectly, connected with (a) the performance or non-performance of the University's order by the Payee, (b) the use or reproduction in any manner, whatsoever, or (c) any breach or alleged breach of any of the Payee's agreements or representations and warranties herein. All intellectually property, rights and interested to CobbleStone's Contract Insight software shall remain the exclusive property of CobbleStone Systems Corp.

Comment [m3]: To clarify, since CobbleStone sells and owns IP rights to our Contract Insight software, may we add this clause to section 29.

30. **PUBLIC RECORDS.** The Agreement may be canceled unilaterally by the University for refusal by the Payee to allow public access to all papers, documents, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Payee in conjunction with the Agreement.

31. **RECORDS.** The Payee agrees to keep and maintain, separate and independent records, in accordance with generally accepted accounting principles, devoted exclusively to its obligations and activities pursuant to this Agreement. Such records (including books, ledgers, journals, and accounts) shall contain all entries reflecting the business operations under this Agreement. University or its authorized agent shall have the right to audit and inspect such records from time to time during the term of this Agreement, upon reasonable notice to the Payee.

32. **TAXES.** The University shall not pay any intangible taxes, property taxes or sales taxes.

33. **VIETNAM ERA VETERANS READJUSTMENT ACT OF 1974.** The University and the Payee must comply with all applicable provisions of: (i) §402:60-250.4 of the Vietnam Era Veterans Readjustment Act of 1974; (ii) §503:60-741.4 of the Rehabilitation

Act of 1973; (iii) Executive Order 11246, as amended; and, (iv) the rules, regulations, and relevant orders of the U.S. Secretary of Labor.

34. **SEVERABILITY.** This Agreement is severable such that should any provision of this Agreement be or become invalid or unenforceable, the remaining provisions shall continue to be fully enforceable.

35. **WAIVER/REMEDIES.** No failure or delay by a party hereto to insist on the strict performance of any term of this Agreement, or to exercise any right or remedy consequent to a breach thereof, shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of this Agreement, but each and every term of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof. The remedies provided in this Agreement are cumulative and not exclusive of the remedies provided by law or in equity.

36. **PAYEE INSURANCE.** For all purchases under this Agreement of $10,000 or below, Payee will have and maintain types and amounts of insurance that at a minimum cover the Payee's (or subcontractor's) exposure in performing this Agreement. For all purchases that exceed $10,000 (i.e. $10,000.01 and up) and/or all purchases that require a UCF Safe Form, Payee will have and maintain general liability insurance of one (1) million dollars and Payee shall send a copy of Payee's insurance certificate (prior to commencement of Payee's performance or delivery hereunder) to the following address by email, fax or mail:

e-mail: ehs@ucf.edu
Fax: 407-823-0146
Mail: University of Central Florida
PO Box 163500
Orlando FL 32816-3500

UCF has the right to deviate from any of the above insurance requirements, if UCF, at UCF's sole discretion decides to do so. If UCF decides to deviate from the above noted insurance requirements, UCF will inform the Payee in writing in those particular circumstances. Unless UCF notifies a Payee in writing that UCF is willing to deviate from the insurance requirements noted above, all of the above insurance requirements shall apply to the Payee.

37. **AMENDMENTS.** No changes or amendments to this Agreement are binding on the University unless made in legible writing that is signed by an attorney in the University's General Counsel's Office and an authorized UCF signatory. Payee shall return this Agreement to the University's Purchasing Department at once with a written explanation if it is not acceptable in its entirety.

38. **USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES.** At the option of the Payee, the use of the Agreement resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties and cities. Each governmental agency allowed by the Payee to use

this Agreement shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

39. **ATTACHMENTS AND ENTIRE AGREEMENT.** This Agreement and any attachments and/or addenda hereto that are executed by the University's duly authorized signatory constitute the entire and exclusive agreement between the parties. Attachments and/or addenda may include, but are not limited to, the University's ITB/RFP, if any, including all the University's ITB/RFP specifications, and the Payee's ITB/RFP response, if applicable. In the event of any conflict or inconsistency between this Agreement and the provisions of attached documents, the order of priority is:

A. This Agreement;
B. The University's ITB/RFP and ITB/RFP specifications, if any;
C. Payee's ITB/RFP response; and
D. any other attached documents signed by the University's official signatory at the time the Agreement is executed.

UNIVERSITY OF CENTRAL FLORIDA

Signature:____________________

Printed: Gregory Robinson

Title: Director of Purchasing

Date: ____________________

COMPANY NAME

Signature:____________________

Printed: ____________________

Title: ____________________

Date: ____________________

Address: ____________________

____

____

Telephone:____________________

Facsimile: ____________________

FEID#/SS#: ____________________

ATTACHMENT "A" PRICE SCHEDULE

If applicable, divide the Agreement into units of deliverables including, but not limited to, reports, findings and drafts that must be received by a stated date and accepted in writing by the University before payment.

In accordance with the University of Central Florida's RFP/ITB No. _______ and Payee/vendor response.

ATTACHMENT "B" PERFORMANCE CRITERIA

If applicable, describe in sufficient detail performance criteria that must be achieved by a stated date and accepted in writing by the University before payment.

APPENDIX III

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, CobbleStone Systems Corp. certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from offered subcontractors for specific time periods) we will obtain identical certifications from offered subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such offered subcontractors (except where the offered subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding $10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

NOTE: Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

APPENDIX III

CERTIFICATE OF NON-SEGREGATED FACILITIES
SUBPART - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

(3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting

agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

(1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

RESPONDENT COMPANY NAME CobbleStone Systems Corp.

AUTHORIZED SIGNATURE

TITLE Vice President

DATE 2/6/2014

APPENDIX IV

COMPLIANCE AND CERTIFICATION OF GOOD STANDINGS

The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

Vendors shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation shall forward a certification of good standing. The certifications must be submitted to the UCF Purchasing Department prior to providing any goods or services required under the resulting contract.** Noncompliance with this provision may constitute rejection of proposal or termination of a contract at UCF's sole discretion.

CERTIFICATION

I certify that the company submitting an offer under this solicitation in is compliance with all applicable laws to conduct business in the State of Florida, is in good standings and will provide a certificate of good standings from the State of residence prior to initiating any performance under any contract resulting from this solicitation.

Company: CobbleStone Systems Corp.

Authorized Representative's Name: Mark Nastasi

Authorized Representative's Signature: ____________________

Date: 2/6/2014

From: Elida Prophete
To: Chris Tangel
Subject: RE: w 9 form
Date: Thursday, October 30, 2014 4:49:30 PM
Attachments: image001.png

Chris,

The vendor is under # 0000077863 and it's a Federal Small Business. ☺

Thanks,
Elida

From: Chris Tangel
Sent: Thursday, October 30, 2014 11:04 AM
To: Elida Prophete
Subject: FW: w 9 form

Elida – here is the new W-9 for Cobblestone.

Chris

From: Bradford Jones [mailto:bljones@cobblestonesystems.com]
Sent: Thursday, October 30, 2014 11:01 AM
To: Chris Tangel
Subject: RE: w 9 form

Hi Chris,

I hope you are having a great week. Attached is CobbleStone's updated W9 form. Please let me know if I can help with anything else.

Thank You.

Sincerely,
Bradford L. Jones
CobbleStone Systems

Tel: 866-330-0056 ext. 107 | Fax: 609-482-8023
bljones@CobbleStoneSystems.com

Facebook | LinkedIn | Twitter

CobbleStone is a leader in providing advanced contract management software solutions for large and small organizations. Managing contracts just got easier! To view an online demo and learn more about our contract management solutions please visit us online at http://www.CobbleStoneSystems.com
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CobbleStone Systems - Leaders in Contract Management Solutions!

From: Chris Tangel [mailto:Christine.Tangel@ucf.edu]
Sent: Tuesday, October 28, 2014 4:42 PM
To: Bradford Jones
Subject: w 9 form
Importance: High

Good Afternoon Brad,

I am trying to set up Cobblestone as a vendor. Please note that we cannot use the W9 form that you submitted.

It must be the newest version (see attached).

If you have any questions, please get with me.

Thanks,
Chris Tangel
Sr. Purchasing Agent
407.823.4251
UCF Purchasing

From: Elida Prophete
Sent: Tuesday, October 28, 2014 4:38 PM
To: Chris Tangel
Subject: RE: 1307CCSA Contracts Management Database Agreement

Chris,

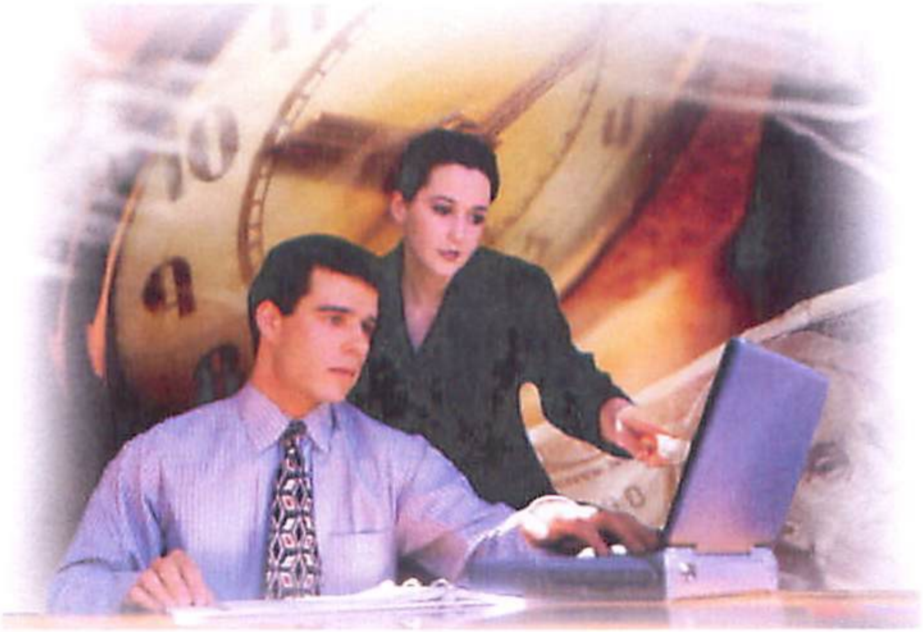
The wrong IRS version was used. The vendor can use either of the blank W-9s attached.

Thanks,
Elida

CobbleStone Systems
Contract Insight Hosting Services

CobbleStone Systems

ContractInsight



The Ultimate Web-based Contract Management Solution

CobbleStone Systems

Monday, September 29, 2014 - Confidential Detailed Proposal

University of Central Florida
Orlando Tech Center
12479 Research Parkway
Orlando, Fl., 32826

Subject: Confidential Pricing for Contract Insight

Dear University of Central Florida Team:

Thank you for contacting CobbleStone Systems Corp. and inviting us to present Contract Insight™ Contract Management Software to you and your team. It is a pleasure to present the following quotation for Contract Insight that includes; Contract Tracking, e-mail alerts, calendaring, authoring, workflow tasks, security, document management, scanning, searching and reporting. Attached is the full agreement with pricing as well. NOTE: We can optionally price onsite installation and onsite training if needed. This proposal is for the hosting of Contract Insight™, contract management software application. The Contract Insight application will be made available to client for end-use via the Internet and web browser. ***Please let me know if we should adjust the pricing options below based on changes of the requirements.***

Exhibit A: Pricing: Deliverables and Pricing

Proposed Web Address: https://ucf.cobblestonesystems.com/ allow http: no allow https: Yes

Cobblestone: Contract Insight Enterprise	**Qty**	**Unit Price**	**Extended Price**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**5 Year Est.**
Licenses (Annual Hosting Subscription)								
Contract Insight Enterprise Hosted/SaaS **Core** License	1	$ 3,013.00	$ 3,013.00	$ 3,254.04	$ 3,514.36	$ 3,795.51	$ 4,099.15	$ 17,676.07
Contract Insight Enterprise Hosted/SaaS Concurrent **Admin** User License	5	$ 565.46	$ 2,827.28	$ 3,053.46	$ 3,297.74	$ 3,561.56	$ 3,846.48	$ 16,586.53
Contract Insight Enterprise Hosted/SaaS Concurrent **Super** User License	15	$ 392.02	$ 5,880.29	$ 6,350.71	$ 6,858.77	$ 7,407.47	$ 8,000.07	$ 34,497.32
Contract Insight Enterprise Hosted/SaaS Concurrent **Standard** User License	80	$ 322.45	$ 25,795.65	$ 27,859.31	$ 30,088.05	$ 32,495.09	$ 35,094.70	$ 151,332.81
Contract Insight Enterprise Hosted/SaaS Concurrent **Read-Only** User License	0	not selected	$ -	$ -	$ -	$ -	$ -	not selected
Optional Solution Add-ons (Annual Hosting Subscription)								
Add On Module: **Document Collaboration & eSign** Module Add-On License	1	$ 7,069.65	$ 7,069.65	$ 7,635.22	$ 8,246.04	$ 8,905.72	$ 9,618.18	$ 41,474.82
Add On Module: **Solicitation/eSourcing** Module Add-On License	0	not selected	$ -	$ -	$ -	$ -	$ -	not selected
Add On Module: **Client/Vendor Collaboration Gateway** Module Add-On License	0	not selected	$ -	$ -	$ -	$ -	$ -	not selected
Add On Module: **Purchase Order/Spend** Management Module Add-On License	0	not selected	$ -	$ -	$ -	$ -	$ -	not selected
Add On Module: **Database Integration** Manager Module Add-On License	1	$ 7,069.65	$ 7,069.65	$ 7,635.22	$ 8,246.04	$ 8,905.72	$ 9,618.18	$ 41,474.82
Add On Module: **DocuSign Connection** Manager Module Add-On License	0	not selected	$ -	$ -	$ -	$ -	$ -	not selected
Add On Module: **Data Synchronization** Manager Module Add-On License	0	not selected	$ -	$ -	$ -	$ -	$ -	not selected
Optional Solution DEV/STAGE/TEST Environment Add-ons (Annual Hosting)								
Each Additional Add-on SaaS DEV/STAGE/TEST Environment @ 50% of Licensing (50% SLA, No Backups)	1		$ 25,827.76	$ 27,893.98	$ 30,125.50	$ 32,535.54	$ 35,138.39	$ 151,521.18
Annual Support/Maintenance: Contract Insight **Annual Support/Maintenance**	1	included	included	included	included	included	included	included
One-Time Deployment Setup	1	$ 8,498.33	$ 8,498.33					$ 8,498.33
Optional Annual Services								
Annual Application Software Escrow	0	not selected	$ -	$ -	$ -	$ -	$ -	not selected
Annual Application Configuration Escrow	0	not selected	$ -	$ -	$ -	$ -	$ -	not selected
SaaS Instance Service Up-Time Email Alerts Annual Service	0	not selected	$ -	$ -	$ -	$ -	$ -	not selected
SaaS Instance High-Redundancy Replicated Database Annual Service	0	not selected	$ -	$ -	$ -	$ -	$ -	not selected
Information Update Annual Service	0	not selected	$ -	$ -	$ -	$ -	$ -	not selected
Optional Professional Services								
Recommended: Training Hours (Online up to 10 connections per session):	85	see svcs dtls	$ 10,625.00					$ 10,625.00
Work Sessions:	510	see svcs dtls	$ 63,750.00					$ 63,750.00
Technical Services:	265	see svcs dtls	$ 39,750.00					$ 39,750.00
Integration Services:	60	see svcs dtls	$ 9,000.00					$ 9,000.00
Integration Annual Support:	1	$ 1,800.00	$ 1,800.00	$ 1,944.00	$ 2,099.52	$ 2,267.48	$ 2,448.88	$ 10,559.88
ADFS Single Sign-on Services:	1	see svcs dtls	$ 2,500.00					$ 2,500.00
ADFS Single Sign-on Annual Support:	1	$ 1,250.00	$ 1,250.00	$ 1,350.00	$ 1,458.00	$ 1,574.64	$ 1,700.61	$ 7,333.25
Other Services:	0	$ -	not selected					
Total (does not include tax or travel unless specified above):			**$ 214,656.62**	**$ 86,975.95**	**$ 93,934.03**	**$ 101,448.75**	**$ 109,564.65**	**$ 606,579.99**

Professional Services Details

Optional Professional Services Hours	Qty	Unit Price	Extended Price
Training Services - Recommended			
Application Admin Hours (Online up to 10 connections per session): - Remote Web Deliverable: CobbleStone-trained Admin Users	15.00	$ 125.00	$ 1,875.00
Super/Standard User Hours (Online up to 10 connections per session): - Remote Web Deliverable: CobbleStone-trained Super/Standard Users	70.00	$ 125.00	$ 8,750.00
Work Sessions			
CMS (Contract Management) Application Configuration - Remote Web Deliverable: Online Configuration Consultation Work Sessions for System Setup/Config	50.00	$ 125.00	$ 6,250.00
CMS (Contract Management) Workflow Configuration - Remote Web up to 25 workflows Deliverable: Configured Automated Workflow Tasks	100.00	$ 125.00	$ 12,500.00
DAC (Document Authoring) Template Configuration - Remote Web up to 150 document templates; up to 10 merge fields per template Deliverable: Configured Document/Contract Templates with merged-fields, eApproval and/or eSignature processes	300.00	$ 125.00	$ 37,500.00
Custom Report Configuration - Remote Web up to 20 Custom Reports Deliverable: Configured, saved UCF reports to run, export and/or display on dashboard	60.00	$ 125.00	$ 7,500.00
Technical Services			
Data Migration - Contract Metadata -1 Source - Remote Web Up to 15,000 Records with up to 40 user-defined fields Assumes structured/spreadsheet format for data/field mapping Deliverable: Imported contract data for Contract Records from 1 spreadsheet (1 row = 1 Record)	45.00	$ 150.00	$ 6,750.00
Data Migration - Attachment Files/Documents - Remote Web Up to 15,000 Files/Documents, Up to 18 Gigabytes Assumes unique, logical identifier to match contract electronic file with contract metadata record Deliverable: Imported files attached to imported Contract Record (1 file per Contract Record)	100.00	$ 150.00	$ 15,000.00
OCR Attachment Files/Documents - Up to 20,000 files - Remote Web OCR is based on character recognition and is not guaranteed to be 100% Quality is based on original file quality, character spacing, font size, pixilation, document marking, alignment, & skewing. Standard output is 200 DPI, black & white. Recommended file size should be under 25 MB per file. Deliverable: Image-based PDFs converted to text-based PDFs for text searching and comparing within Contract Insight.	120.00	$ 150.00	$ 18,000.00
Integration Services			
Employee/User Integration - Active Directory - Remote Web FTP scheduled job to move csv and trigger data integration job in Contract Insight Includes initial mapping of csv fields to CobbleStone fields Includes Insert and Update of Employee data New Employees/Users defaulted to 1 Security Group with limited permissions UCF Admins responsible for updating User permissions after import Estimated pending final CobbleStone review of requirements Deliverable: Description above	60.00	$ 150.00	$ 9,000.00
ADFS Setup & Configuration Services (Remote Only)			
Single Sign-on Authentication with 3rd Party Single Sign-on Vendor/Provider Deliverable: User Single Sign-on with Shibboleth	1.00	$ 2,500.00	$ 2,500.00
Optional Professional Services Hours Sub-Total	**921.00**		**$125,625.00**

CobbleStone has been providing contract management solutions since 1995 and has years of client feedback and industry knowledge. CobbleStone is trusted by over 380 clients and over 2,600 users.

Contract Insight™ is a great addition to an organization's needs and offers: contract tracking, user-defined fields, custom reports, e-mail alerts, tasks and checklists, security, document scanning and management, workflow, financials, searching, full text indexing, web platform, web calendaring, and more. We feel that our expertise and product may be a good match for your requirements and look forward to present our system to you and your team. Please contact me if there are any questions or if you would like to proceed. We look forward to working with you and your team.

Sincerely,

Bradford Jones
CobbleStone Systems Corp.—Leaders in Contract Software!
856-939-4600 tel. | 609-482-8023 fax.
bljones@CobbleStoneSystems.com

To initiate service:

1. Complete signature block information located at the end of this document
2. Fax complete hosting agreement to your sales agent at 609-482-8023.
3. Upon our acceptance of your executed copy of the contract, Company will countersign this document and fax it back to you.
4. Once signed, CobbleStone will schedule the provisioning of the system and kick-off call.

[redacted]

Contract Insight Enterprise Application Software Hosting Services Agreement

This Agreement is entered into by and between CobbleStone Systems Corp. ("Company") and University of Central Florida ("Customer").

Whereas, Company has experience in Contract Insight application hosting services and is willing to provide services to Customer based on this background; and

Whereas, Customer desires to have hosting services provided by Company;

NOW, THEREFORE, IN CONSIDERATION of the mutual promises made herein and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

DESCRIPTION OF SERVICES

Company will provide the following services either directly or by acquiring them from third parties (collectively, "Services"):

Application Hosting Services: Described as providing Contract Insight Enterprise software over the Internet as a software as a service with connection from Company's data center to the publically facing internet connection IP address. Application hosting will be provided on the Company's equipment. The application Hosting Services includes access to one production instance of the application as specified in Exhibit A, additional instances if not specified in Exhibit A are excluded. The equipment and software used by Company in providing Services are referred to collectively as the "Products".

Service Levels: Company will use commercially reasonable efforts to ensure the reliability and availability of all Services under Company's control; however, due to Internet complexities and items beyond the control of the Company, the Company does not guarantee or warrant any specific level of availability to a user's computer. The Company does warrant that the system will be available from the web application service 99.5% of the time excluding scheduled maintenance periods. Down time shall be defined as a period of inaccessibility from two independent points of presence to the application web server with a non-response of fifteen contiguous minutes excluding schedule maintenance periods and priority downtime. Response times are commensurate with the user's connection speed, for example, an average response time of a 1 MB file with a client connection speed of 1.544 Mbp would be 7 seconds. The application web service is defined as an http or https response from the Company's server to their internet gateway IP address externally available to the Internet. In the event there is a documented outage and the Service Levels have not been met and has been confirmed by Company, the maximum amount of credit to Client shall not exceed the equivalence of one month of the service price in the month the outage occurred. In no event will the Company's Liability exceed the fees paid for in the month in which the outage occurred.

Scheduled Maintenance and Downtime: The Company reserves the right to schedule downtime daily for standard maintenance between 1:00 AM until 4:00 AM Eastern Time USA. At any time as deemed necessary by the Company, Company shall have the right to temporarily suspend service to apply emergency fixes and support. Downtime shall be defined as the application's external IP address via http or https port not accessible for greater than fifteen minutes from two independent locations during the same time span.

Priority Downtime: The Company reserves the right to temporarily suspend services without notice to respond to emergency fixes, respond to hackers, attacks, viruses, respond to protecting Company and Customer data and to response for regulations as per applicable law. Priority downtime shall not be included in the uptime guarantee.

Maintenance/Support: Company will provide support to Customer related to the Contract Insight product features. This will consist of responding to trouble calls as reasonably required to make Customer's application perform as per Company's documentation. Standard hours of support are 8am to 7pm Monday through Friday (Eastern Time), exclusive of United States Federal holidays. Standard emergency supports includes 24 hour, 7 day support for mission critical problems with a targeted response time consistent with problem severity as designated by Company. Support excludes training and formal consulting services unless otherwise purchased in Exhibit A. All other services will be provided on a fee basis.

Activation: The application to be used to perform Services will be available for Customer ("Activated") within 15 days after the execution of this Agreement if Customer timely supplies all necessary information to Company.

Named End Users: A "Named End User" ("Named User") is defined as the total number of users activated in their user profile regardless if they are actively logged in.

End Users: An "End User" ("Concurrent User") is defined as the total number of users accessing the Licensed Software within a specified Server Session time-out period.

Server Session: A Server Session is the time period set on the Licensed Software server that defines the length in time a user can remain in the system during a user active and in-active periods.

Backups: The Company will use commercially reasonable efforts to ensure the reliability of data backups; however, the Company does not guarantee or warrant any specific level of service as related to data backups. The Company will provide standard backup services which include rolling 30 daily onsite backups and daily off site backups. Direct client access to most recent scheduled interval backup may be provided at a fee of $99.99 per month, plus one time set up $100.00 in addition to the rates specified in Exhibit A. At the Customer's request, the Company will provide data extract no more than once annual and at termination within 10 business days of such request.

TERM, PRICES, AND PAYMENT

[redacted]

ITN: The Parties incorporate into this Agreement by reference the terms of the Company's response to the University of Central Florida's Invitation to Negotiate Number 1307CCSA (ITN).

Term: The initial term of this Agreement shall be twelve 12 months from date of activation unless terminated as provided herein. After the expiration of each term, this Agreement will be automatically renewed for successive 12-month terms unless either party gives notice of its intent not to renew at least 90 days prior to the expiration of the then current term.

Setup Payment: Customer will pay a fee to Company for the initial set-up of the products and services in the amount defined in the pricing section stated in Exhibit A and are due in full upon execution of this Agreement.

Annual and Initial Payment: Application hosting license fee(s) as specified in Exhibit A will be invoiced when a fully-functioning system is made available to Customer and is due and payable with thirty (30) days upon receipt of valid invoice. Charges for Services, if any, supplied shall be invoiced upon completion and due within thirty 30 days.

Past Due Payments: Interest charges of 1.50% per month (or the highest rate permissible under applicable law, if less) may accrue daily on all amounts not received when due. Customer will pay or reimburse Company for any and all taxes and other charges imposed as a result of this Agreement, including sales and use taxes, duties or levies imposed by any authority, government or government agency (but excluding property taxes and taxes levied on Company's net income). Upon termination of this Agreement, prospective payments under this paragraph shall cease; provided, however, that Company shall be entitled to payments for periods or partial periods that occurred prior to the date of termination and for which Company has not yet been paid. If Customer is in Default, including termination of this Agreement other than as permitted by its terms, Company will terminate services and Customer shall immediately pay Company in one lump sum the product of the monthly fee and the portion of the term remaining immediately prior to such Default.

Additional Services: Charges for additional products or services as set forth in any subsequent Purchase Order or Service Agreement shall be as set forth in that Purchase Order or Service Agreement and subject to Company's then current rates and policies.

Tariff Applicability: In the event that any Services ordered by Customer are subject to a tariff filed by Company or any other network service provider whose services and/or equipment is utilized by Company to provide Service and/or equipment to Customer, the terms and conditions of such tariff shall govern Customer's use of such Services.

Rate Escalation: After the initial term, Company shall have the right to increase its charges upon thirty (30) days' prior notice via invoice. Rate increases shall not exceed eight percent (8%) per year.

Cancellation by Customer: Customer may terminate this Agreement with thirty (30) days' notice with no future obligation. Any un-used and pre-paid portion of the contract term remaining shall be refunded calculated by the number of months remaining divided by the initial term multiplied by the term amount.

CUSTOMER RESPONSIBILITY

Licenses: Company will provide all software licenses necessary to host Contract Insight.

Passwords: Customer agrees not to allow the use of any process, program, or tool which would be used for the purpose of guessing passwords or that makes unauthorized attempts to access other systems or networks. Customer acknowledges that Company will assist local, state and federal authorities in the prosecution of any and all illegal activities.

Compliance with Law:
Customer agrees to use Services only as permitted by applicable law, including but not limited to export control laws and regulations. The transmission of any material in violation of applicable law is prohibited. This prohibition includes, but is not limited to, the transmission of bulk e-mail often referred to as "spam" e-mail, the transmission of copyrighted material without permission of the copyright holder, threatening or obscene material and trade secrets.

Company may terminate this Agreement at any time for violations of any Laws or regulations that govern this Agreement. Following such a termination, Customer shall immediately pay Company in one lump sum the product of the monthly fee and the portion of the term remaining immediately prior to termination of this Agreement.

NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, or via FedEx addressed as follows:

If for Customer:
University of Central Florida-Purchasing
Orlando Tech Center
12479 Research Parkway
Orlando, Fl., 32826

If for Company:
CobbleStone Systems Corp.
114 E. Clements Bridge Rd
Runnemede, NJ 08078

[redacted]

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

TITLE TO PRODUCTS AND SERVICES

All title to equipment and software licenses provided by Company (as listed in Deliverables and Prices or which are otherwise or subsequently provided by Company) are the property of Company and remain the property of Company during and after the term of this Agreement.

All non-public data and content and related files from the Customer's application are the property of Customer and remain the property of Customer during and after the term of this Agreement. In the event of termination of this agreement for any reason, company shall return such data, content and related files to Customer within 15 days thereafter.

License. This software program (the "Program") and the accompanying documentation (the "Documentation") are licensed, not sold, to Customer. The term "Program" shall also include any Updates and Upgrades of the Program licensed to Customer by Company for the Product and optional add-on module(s) purchased and licensed as per Exhibit A. The term "Update" means (i) any engineering patch intended to fix bugs and errors in the Licensed Software Program. The term "Upgrade" means a software package that replaces aversion of the purchased product with a newer version of the purchased product as specified in Exhibit A. Subject to the terms of this Agreement, Customer has a non-exclusive and nontransferable right to use the Program and Documentation. Customer agrees to use reasonable efforts to prevent and protect the contents of the Program and Documentation from unauthorized disclosure or use. Company reserves all rights not expressly granted to Customer. Customer shall not add more End-Users on the Licensed Software than the number of Licenses for which it has paid a License. Customer shall not export the Licensed Software or Documentation, or any copies thereof, to any End-User in violation of applicable laws and regulations. This Agreement does not and shall not be construed as transferring ownership rights in the Licensed Software, Documentation, any modifications thereto or any related materials to Customer or to any third party. Company and its licensors own and shall retain all right, title and interest in such materials except as specifically granted herein. Customer shall retain all copyright and trademark notices on the Licensed Software and Documentation and as otherwise necessary to protect Company intellectual property rights.

Limitations of Use. Customer may not rent, lease, sell, provide unlicensed access, or otherwise transfer or distribute copies of the Program or Documentation to others. Customer may not reverse assemble, reverse compile or otherwise attempt to create or modify the source code from the Program.

TREATMENT OF CONFIDENTIAL INFORMATION

Customer recognizes that any software and programming provided to Customer pursuant to this Agreement constitute valuable trade secrets of Company. Customer shall use reasonable efforts to protect and keep confidential all software and programming used by it and shall make no attempt to examine, copy, alter, "reverse engineer", tamper with or otherwise misuse such software and programming.

Company recognizes that all data stored on Company network is confidential and may contain non-public Customer information. Company, pursuant to this Agreement shall use reasonable efforts to protect and keep confidential all non-public data provided by Customer.

All right, title and interest in and to any Customer content or Customer data relating to Customer business shall remain the property of Customer.

WARRANTIES/DISCLAIMERS/LIMITATIONS OF LIABILITY

Company warrants that:

(A) all goods utilized by Company in providing Services will be in good working order and will conform to Company's service specifications on the date installed,

(B) all work performed by Company in providing Services shall be performed in a good and workmanlike manner; and

(C) it has sufficient legal rights to provide Services to Customer.

THE WARRANTIES SET FORTH IN THE IMMEDIATELY PRECEDING SENTENCE ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Customer acknowledges that information available from or through Services or any interconnecting networks may not be valid or accurate. Company makes no warranties of any kind, either express or implied, regarding the quality, accuracy, or validity of the data and/or information residing on or passing through any such networks. The use of any information obtained from or through Services will be at Customer's own risk.

Customer acknowledges that Company cannot and will not be responsible for any data or content of such data transmitted over the Internet or stored on any servers or equipment that are used for the purpose of providing Services, including but not limited to internet connectivity, web hosting, server allocation or dedicated web hosting.

CUSTOMER AGREES THAT COMPANY IS NOT RESPONSIBLE OR LIABLE FOR ACTS OF GOD, FOR ACTS BEYOND THE CONTROL OF COMPANY, THIRD-PARTY SOFTWARE BUGS, IMPROPER APPLICATION ARCHITECTURE, OR IMPROPER

APPLICATION IMPLEMENTATION. IN NO EVENT WILL COMPANY BE LIABLE FOR LOST PROFITS OR CONSEQUENTIAL DAMAGES, EVEN IF COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM AGAINST THE CUSTOMER BY ANY THIRD PARTY. IN THE EVENT OF ANY DEFAULT BY COMPANY HEREUNDER, CUSTOMER'S SOLE REMEDY SHALL BE THE ADJUSTMENT, REPAIR OR REPLACEMENT OF THE GOODS OR SERVICES AS DEEMED APPROPRIATE BY COMPANY. IN NO EVENT WILL COMPANY'S LIABILITY EXCEED THE FEES PAID FOR THE MONTH IN WHICH THE OUTAGE OR DEFAULT OCCURRED.

If Customer is in Default, Company may terminate this Agreement and retake possession of any goods provided to Customer and not yet paid for (before, during or after any action to recover sums hereunder), in which case Customer shall provide Company full and free access to such goods. Further, Company shall retain all payments made hereunder, and recover charges and costs owed by Customer as well as any other damages Company may have sustained because of Customer's Default, including but not limited to attorney and collection agency fees. For purposes of this Agreement, Customer shall be deemed in "Default" in the event Customer becomes the subject of a voluntary or involuntary bankruptcy, insolvency, reorganization or liquidation proceeding; makes an assignment for the benefit of creditors; admits in writing its inability to pay debts when due; or fails within 10 days after receiving written notice to remedy any breach of this Agreement.

INDEMNIFICATION

UCF assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of UCF and the officers, employees, servants, and agents thereof while acting within the scope of their employment by UCF. Company assumes any and all risks of personal injury and property damage with respect to the negligent acts or omissions of Company's officers, employees, servants, and agents, or other persons acting or engaged to act by Company in furtherance of the obligations of Company under this agreement. UCF, as a state agency, warrants and represents that it is self-funded for liability insurance, both public and property, with said protection being applicable to officers, employees, servants, and agents while acting within the scope of their employment by UCF. UCF and Company further agree that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida: (2) the consent of the State of Florida or its agents and agencies to be sued; or (3) a waiver of sovereign immunity of the State Florida beyond the waiver provided in Section 768.28, Florida Statutes

GENERAL

Customer's rights to use services and products are non-exclusive, non-transferable and non-sublicensable. Customer shall not attempt to assign or transfer any rights or obligations under this Agreement without the prior written approval of Company. Any attempt to assign this Agreement in violation of the provisions of this paragraph will be void and of no force or effect. Customer and any attempted transferee shall be jointly and severally liable to Company for any costs or damages incurred by Company in connection with attempted assignments not permitted by this paragraph.

Company's performance hereunder shall be excused where delayed or hindered by war, riots, embargoes, strikes or other concealed acts of workmen, casualties, accidents, acts of nature (including flood or earthquake), or other occurrences beyond Company's control. Company shall notify Customer in the event of any of the foregoing occurrences. Should such occurrence continue for more than 30 days, Company or Customer may terminate this Agreement.

Any legal action arising out of Company's provisioning of Services, including the failure, malfunction or defect in the Services, shall be brought within two years of the occurrence, or the date Customer knew or should have known of the occurrence, whichever is later, or is deemed waived.

Upon execution of this Agreement, Company shall have the right to identify Customer as a client in Company press releases and other publications.

This Agreement represents the complete agreement and understanding between Company and Customer with respect to the subject matter herein, and supersedes any other written or oral agreement. The terms and conditions of this Agreement may only be modified in writing and must be signed by Company and Customer.

Nothing contained in this Agreement shall be construed to create a joint venture, partnership, or other like relationship between the parties.

UCF's performance and obligation under this Agreement is contingent upon an annual appropriation from the Legislature.

UCF may terminate this Agreement at any time for refusal by Company to allow public access, mandated by law, to all public documents, papers, letters, or other non-exempt materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by Company or UCF in conjunction with this Agreement.

This Agreement is not binding on the parties until it has been signed by the authorized representatives of each party.

Agreement is severable such that should any provision of this Agreement be or become invalid or unenforceable, the remaining provisions shall continue to be fully enforceable.

The terms set forth in this Agreement constitute all the terms and conditions agreed upon by the parties and no other terms or conditions in the future shall be valid and binding on any party unless reduced to writing and executed by all parties.

This Agreement and its terms, conditions, provisions and contents shall be kept strictly confidential and shall not be disclosed by either party hereto to any person except such party's employees, attorney's, accountants, financial advisors, and advertising agencies who have a need to know such information, except in the case of a proceeding surrounding a dispute under this

Agreement or as may otherwise be required by court order or applicable law, in which case such disclosure shall be conditioned on all reasonable steps being taken to maintain the confidentiality of the economic terms of this Agreement (unless applicable law requires disclosure of such terms).

Company agrees that it will not discriminate and will require that any subcontractor not discriminate against any employee or applicant for employment for work under this Agreement because of race, religion, color, sex, disability, national origin, ancestry, physical handicap, or age, and will take affirmative steps to ensure that applicants are employed, and employees are treated during employment, without regard to race, religion, color, sex, disability, national origin, ancestry, physical handicap, or age.

This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings concerning the subject matter hereof. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations, agreements or understandings, whether oral or written.

Neither this Agreement nor any of its terms may be changed or modified, waived, or terminated (unless as otherwise provided hereunder) except by an instrument in writing signed by an authorized representative of the party against whom the enforcement of the change, waiver, or termination is sought.

No failure or delay by a party hereto to insist on the strict performance of any term of this Agreement, or to exercise any right or remedy consequent to a breach thereof, shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of this Agreement, but each and every term of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof. The remedies provided in this Agreement are cumulative and not exclusive of the remedies provided by law or in equity.

This Agreement may be executed in counterparts, each of which shall constitute an original, and all of which together shall constitute one and the same document. A facsimile signature to this Agreement shall be deemed and treated for purposes of execution to be as valid as an original signature hereto.

IN WITNESS WHEREOF, the parties named below, by signatures of their duly authorized representatives, have executed this Agreement on the dates set forth below, the latter of which shall be the effective date of the Agreement.

Accepted by Customer: UNIVERSITY OF CENTRAL FLORIDA

W. Scott Cole V.P. & General Counsel
NAME/TITLE

W. Scott Cole 10-1-14
SIGNATURE / DATE

Accepted by Company: COBBLESTONE SYSTEMS CORP.

Mark Nastasi VP
SIGNED BY (FULL NAME) / TITLE

Signed: Thursday, October 02, 2014
SIGNATURE / DATE

Signed: Thursday, October 02, 2014

Developed Configuration Quote Request
University of Central Florida-CobbleStone Systems Contract Insight

Table 1: UCF-CobbleStone Developed Configuration Quote
Summary of UCF Selected Options with Associated Cost*

Section	Short Description	Cost	Completion Timeframe/Notes
I	Employee Display Name	$1,500.00	During setup of employee sync process
II	Attaching Files Upon Contract Creation (Option 1)	$1,650.00	2-4 business days; Code put into production in next available patch/release after completion
III	SQL Job Scheduler	$0.00	Complimentary by CobbleStone in Mid-Late April (next patch release)
IV	New Security Role: Search 'My Entered By Contracts' (Option 2)	$2,100.00	2-4 business days; Code put into production in next available patch/release after completion
V	Task Alert Email Execution Timing	---	Included in III above
VI	Calendar View: Displaying Tasks	---	Option request withdrawn by UCF
VII	Displaying Tasks Associated with Contract (Option 2)	$0.00	UCF will use existing display options for Contract Tasks
VIII	Create Additional Tables Needed for UCF Workflow	$0.00	1-3 business days; UCF Creates Tables; SQL Tie-ins Complimentary by CobbleStone
IX	New Fields in Existing Tables	$0.00	1-3 business days; UCF Creates Tables; SQL Tie-ins Complimentary by CobbleStone
X.a - X.b	Workflow Criteria Operators	$0.00	UCF will modify operator logic
X.c	Workflow Management: Updating Multiple Fields Upon Task Completion/Rejection	$9,750.00	100-120 calendar days to be scheduled accordingly during UCF / Cobblestone Planning call after work order signed.
X.d	Workflow Management: Additional Object References (Option 1)	$54,000.00	100-120 calendar days to be scheduled accordingly during UCF/ Cobblestone Planning call after work order signed.
XI	Default Values for User-Defined Fields	$0.00	Complimentary Service by CobbleStone
	Total:	**$69,000.00**	

**Explanation of work scope, UCF-selected solution options with timelines, and associated costs follows*

Approval to proceed with work summarized in Table 1: UCF-CobbleStone Developed Configuration Quote:

W. Scott Cole
Vice President and General Counsel
University of Central Florida General Counsel

3/16/15
Date

Developed Configuration Quote Request
University of Central Florida-CobbleStone Systems Contract Insight

In order to meet the contract lifecycle business process needs of the University of Central Florida, please provide a quote for a developed configuration in both the staging and production environments of the University of Central Florida-CobbleStone Systems Contract Insight application that addresses the following:

I. Employee Display Name
Everywhere the system requires an Employee object selection, e.g. Role/Group Management, Employee selection, Department/Division Management, because UCF has about 200,000 user objects with many employees, faculty, staff that have the same First and Last names, the UCF EmployeeID has to be presented in the displayed columns when looking up an Employee along with "Last Name, First Name". This will allow us to discern and select the correct person.

Estimate **(Adiaak will recommend this option to UCF GC)**:
On sync of employee information from UCF's system, pull in employee's last name and ID to two user defined fields. Lock CobbleStone's internal last name field from editing and place a trigger on the creation and updating of employees to concatenate the values in the user defined last name and ID fields into CobbleStone's internal last name field.
Estimated Level of Effort: $1,500

Timeframe: Completed during setup of employee sync process.

II. Attaching Files when Creating a Contract
In the contract creation form that appears after the user selects 'Add Contract Record' from the navigation menu and selects a contract type, please provide the ability to attach files to a contract (provide the same functionality that is currently provided in the Contract Details form to add file attachments).

Option 1 (Adiaak will recommend this option to UCF GC):
UCF will primarily use the "Add Contract From File" top navigation menu item (renaming it to something like "Add Contract") and hiding the original "Add Contract" top navigation menu item. CobbleStone to put in an application configuration setting to provide administrators the ability to hide/unhide the file preview section when adding a contract from file.
Estimated Level of Effort: $1,650

Timeframe: Approximately 2-4 business days and must be included in a patch/release.

~~**Option 2:**~~
~~UCF will primarily use the "Add Contract From File" top navigation menu item (renaming it to something like "Add Contract") and hiding the original "Add Contract" top navigation menu item. This functionality can work out of the box as described.~~
~~**Estimated Level of Effort: Out of the box Functionality (No Charge)**~~

III. SQL Job Scheduler
The out-of-the-box functionality of the SQL job scheduler is to go out and find and update (auto-

complete) the top 1 task to be auto completed every time it runs. This scheduler is a catch up job that is only grabbing the most recent task (top 1 in the queue) to be auto completed and auto completes it. Please change this process so that all auto-complete jobs are executed/completed immediately without delay (all at once).

Estimate (Adiaak will recommend this option to UCF GC):
CobbleStone to alter processing rules for auto-complete (email only) tasks to auto complete when they are e-mailed out.
Estimated Level of Effort: $3,000
CobbleStone will provide this as a complimentary professional courtesy (No Charge) to UCF in the next patch/release of Contract Insight currently scheduled to release mid to late April 2015.

Timeframe: April release

IV. New Security Role: 'Contracts: Search: My Entered By Contracts'
Please add the following security role: 'Contracts: Search: My Entered By Contracts'. This new security role will allow the user to <u>only</u> search and obtain search results of contracts in which they are the Employee that created the contract. In other words, when a user performs a contract search, they should only receive search results for contracts that have an 'Entered By:' field value that matches their user object. Via the search results window, we want to provide the user the ability to see the contract status (column is called 'StatusName' in the application), but not necessarily be able to actually open and view the contract because the user may or may not have the actual rights to view the contract (depending on the business process stage the contract is in).

Option 1 (declined by Adiaak during March 6 2015 conference call):
~~CobbleStone to interject a new permission (Contracts Search: My Entered By Contracts) to be integrated into and utilized throughout Contract Insight. This permission would provide the ability for the user to search for contract records where they are the user who "entered" the contract. This will only allow the user to see the contract record on search results, not actually view the record detail page.~~
~~Estimated Level of Effort: $19,950~~

Option 2 (Adiaak will recommend this option to UCF GC):
UCF to use CobbleStone's out of the box permissions for searching for contracts. CobbleStone to create an Ad-Hoc report that will show each user assigned to that report the required contract information for contracts they entered (only those contract records they entered). This report will be complimentary (No Charge) in this estimate. Ad-Hoc reports must have users/employees directly assigned to it to allow them to view the report results. To handle this, CobbleStone can automatically assign all users to this report, or can work with UCF to setup a field on employee records to determine if a user/employee should be added to this report.
Estimated Level of Effort: $2,100

Timeframe: Approximately 2-4 business days and must be included in a patch/release.

Option 3 (declined by Adiaak during March 6 2015 conference call):
~~UCF to use CobbleStone's out of the box permissions for searching for contracts. CobbleStone to~~

~~create an Ad-Hoc report that will show each user assigned to that report the required contract information for contracts they entered (only those contract records they entered). This report will be complimentary (No Charge) in this estimate. Ad-Hoc reports must have users/employees directly assigned to it to allow them to view the report results. UCF can out of the box assign employees to this report through the user interface.~~
~~**Estimated Level of Effort: Out of the box Functionality (No Charge)**~~

V. Task Alert Emails
Task Alert Emails for auto-complete tasks currently get generated preceding the act of generating and placing the task in the SQL jobs scheduler queue. This presents a problem in that a user can get notified to perform a task before the contract record is ready to receive the user action since the SQL job that prepares the contract record to receive the user action has not executed. Therefore, task alert emails for auto-complete tasks should be generated *after* the auto-complete task executes.

**This is rolled into #3 (please review notes from #3 above.)

VI. ~~Tasks Displayed in Calendar~~ **(This entire section declined by Adiaak during March 6 2015 conference call)**
~~In calendar view, by default, only open tasks should be displayed. The user should have an option to display all tasks; however, the default view should only display open tasks. The current view is too cluttered with all tasks shown regardless of their status (it's too noisy).~~

~~Option 1:~~
~~CobbleStone to put in an application configuration setting to provide administrators the ability to show or hide completed tasks on the calendar screen. This configuration setting will be based off of the "IsTaskComplete" field on the task (a Yes or No field).~~
~~**Estimated Level of Effort: $3,750**~~

~~Option 2:~~
~~UCF utilizes CobbleStone's out-of-the-box filtering functionality on the calendar screen which will show/filter the results on the calendar screen based on the status of each item.~~
~~**Estimated Level of Effort: Out of the box Functionality (No Charge)**~~

VII. Displaying Tasks Associated With Contract
When viewing a contract in the Contract Details form, in the "Tasks, E-mails, Workflow, Alerts" section, by default, Tasks should be displayed in descending order by Start Date (display most recent tasks at top of the list). Also, please provide the following two options in each task row: Complete/Approve, Reject. This will enable the user to complete/approve or reject a task without having to leave the Contract Details form. The user may still click the View link in each task row to obtain further task details; however, they should not have to do this in order to complete/approve or reject the task.

**Based on calls with Adiaak, the highlighted component to this item was removed from estimating purposes. If it needs to be included in the estimate, please let us know.

~~**Option 1:**~~

~~CobbleStone to put in an application configuration area to allow administrators the ability to specify default sort order for tasks.~~
~~Estimated Level of Effort: $3,750~~

Option 2 (Adiaak will recommend this option to UCF GC):
UCF users utilize out-of-the-box grid sorting functionality that is included in the task section.
Estimated Level of Effort: Out of the box Functionality (No Charge)

VIII. Create the following tables (Adiaak already created these tables in the staging instance per the direction of CobbleStone's Matt):
-tblLegalOffice
-tblAttorney
-tblLegalAdministrative
-tblReceivingOfficeApprover

a. tblLegalOffice
The tblLegalOffice table has the following fields: LegalOfficeID, LegalOfficeName. The LegalOfficeID field is the primary auto increment key of this table. The LegalOfficeName field is a 50 char text field that will accept data entry from a SysAdmin, i.e. a SysAdmin will manually enter the names of the UCF Legal Offices (General Counsel, College of Medicine, ORC, etc.).

b. tblLegalAdministrative
The tblLegalAdministrative table has the following fields: LegalAdministrativeID, EmployeeID, LegalOffice, IsDefaultLA. The LegalAdministrativeID field is the primary auto increment key of this table. The EmployeeID field has a one-to-many relationship with the corresponding EmployeeID field in the tblEmployees table. The LegalOffice field has a one-to-many relationship with the corresponding LegalOfficeID field in the tblLegalOffice table. The IsDefaultLA field is a Boolean checkbox field. The EmployeeID and LegalOffice fields should be drop down lists in the tblLegalAdministrative table; the SysAdmin should be able to populate the tblLegalAdministrative table via these drop down lists. The corresponding LastName (has concatenation of Last Name and EmployeeID) and FirstName fields of the tblEmployees table should be displayed in the drop down list for the EmployeeID field. The corresponding LegalOfficeName field of the tblLegalOffice table should be displayed in the drop down list for the LegalOffice field. The IsDefaultLA field is a checkbox field that when "checked" is equivalent to "Yes" (Boolean value of 1), and when "not checked" is equivalent to "No" (Boolean value of 0).

c. tblAttorney
The tblAttorney table has the following fields: AttorneyID, EmployeeID. The AttorneyID field is the primary auto increment key of this table. The EmployeeID field has a one-to-many relationship with the corresponding EmployeeID field in the tblEmployees table; the EmployeeID field in the tblAttorney table should be a drop down list. The SysAdmin should be able to populate the tblAttorney table via this drop down list. The corresponding LastName (has concatenation of Last Name and EmployeeID) and FirstName fields of the tblEmployees table should be displayed in the drop down list for the EmployeeID field.

d. tblReceivingOfficeApprover
The tblReceivingOfficeApprover table has the following fields: ReceivingOfficeApproverID, EmployeeID, ReceivingOffice. The

ReceivingOfficeApproverID field is the primary auto increment key of this table. The EmployeeID field has a many-to-many relationship with the corresponding EmployeeID field in the tblEmployees table since the same person can be the approver for more than one Receiving Office. The ReceivingOffice field has a one-to-many relationship with the corresponding StatusID field in the tblContractStatus table. Both, the EmployeeID and ReceivingOffice fields should be drop down lists in the tblReceivingOfficeApprover table; the SysAdmin should be able to populate the tblReceivingOfficeApprover table via these drop down lists. The corresponding LastName (has concatenation of Last Name and EmployeeID) and FirstName fields of the tblEmployees table should be displayed in the drop down list for the EmployeeID field. The corresponding StatusName field of the tblContractStatus table should be displayed in the drop down list for the ReceivingOffice field.

Estimate:
UCF to create the user-defined tables and associated fields through the included functionality in Contract Insight. UCF to provide CobbleStone the fields that will be drop down selections from other areas in Contract Insight (such as from Employee List). CobbleStone to create the "SQL Dropdowns" for these specified fields.
Estimated Level of Effort: Complimentary Service (No Charge)

Timeframe: Approximately 1-3 business days after UCF provides CobbleStone with list of fields and drop-down options.

IX. New Fields in Existing Tables

Even though UCF can create fields in any existing table, the following fields require additional configuration/coding that only CobbleStone Systems can execute; hence, this request.

a. LegalOffice field

Add this field to the tblContracts table. This field should be a SQL-based drop-down list bound to the tblLegalOffice table displaying all records in the tblLegalOffice table (similar to the SQL query used to build the Employee field drop-down list). The corresponding LegalOfficeName field of the tblLegalOffice table should be displayed in the drop-down list. The user then selects one of the records from the drop-down list (they pick one of the Legal Offices displayed).

b. LegalAdministrative field

Add this field to the tblContracts table. This field should be a SQL-based drop-down list bound to the tblLegalAdministrative table displaying all records in the tblLegalAdministrative table (similar to the SQL query used to build the Employee field drop-down list). The corresponding employee information belonging to the LegalAdministrative record's LastName (has concatenation of Last Name and EmployeeID) and FirstName fields should be displayed in the drop-down list.

Any time a user selects one of the LegalOffice records in the LegalOffice drop-down field in the tblContracts table (it can happen at the point of contract creation or throughout the lifecycle of the contract record), an event that is bound to the update/click event of the LegalOffice field should update the LegalAdministrative field based upon the following criteria: select the LegalAdministrative record from the tblLegalAdministrative table where the LegalOffice field in the tblLegalAdministrative table equals the

LegalOffice field in the tblContracts table AND IsDefaultLA Boolean checkbox field in the tblLegalAdministrative table is "checked" (equivalent to 1).

c. Attorney field
Add this field to the tblContracts table. This field should be a SQL-based drop-down list bound to the tblAttorney table displaying all records in the tblAttorney table (similar to the SQL query used to build the Employee field drop-down list). The corresponding employee information belonging to the Attorney record's LastName (has concatenation of Last Name and EmployeeID) and FirstName fields should be displayed in the drop-down list. The user then selects one of the records (picks an Attorney).

d. CurrentReceivingOfficeApprover field
Add this field to the tblContracts table. This field should be a SQL-based drop-down list bound to the tblReceivingOfficeApprover table displaying all records in the tblReceivingOfficeApprover table (similar to the SQL query used to build the Employee field drop-down list). The corresponding employee information belonging to the CurrentReceivingOfficeApprover record's LastName (has concatenation of Last Name and EmployeeID) and FirstName fields should be displayed in the drop-down list.

When a user selects one of the ContractStatus records in the Status_ID drop-down field in the tblContracts table, an event that is bound to the update/click event of the Status_ID field should update the CurrentReceivingOfficeApprover field based upon the following criteria: select the ReceivingOfficeApprover record from the tblReceivingOfficeApprover table where the ReceivingOffice field in the tblReceivingOfficeApprover table equals the Status_ID field in the tblContracts table.

Estimate:
UCF to create the user-defined fields on the Contract table through the included functionality in Contract Insight. UCF to provide CobbleStone the fields that will be drop down selections from other areas in Contract Insight (such as from Employee List). CobbleStone to create the "SQL Dropdowns" for these specified fields.

Note: Per the clarification obtained during the March 6 2015 conference call, the second paragraph of IX.b and IX.d will also be addressed by CobbleStone Systems at no cost to UCF. The fields will be updated accordingly after clicking "continue/add/submit" (on entry) or save (on edit).

Estimated Level of Effort: Complimentary Service (No Charge)

Timeframe: Approximately 1-3 business days after UCF provides CobbleStone with list of fields and drop-down options.

X. Workflow Management

a. Workflow Criteria, Add a 'Does Not Equal' Comparison Operator
When creating a new workflow, in workflow criteria, we currently have the ability to check if a specific field equals a specific value. However, we also need the ability to use the following comparison operator: 'Does Not Equal'. This will allow us to create workflow criteria that only fires when a particular field 'Does Not Equal' a particular value.

**Based on conversations with Adiaak, CobbleStone showed how this can be done with out-of-the-box functionality on the workflow manager.

b. Workflow Criteria, Add the standard 'Greater Than', 'Greater Than or Equal To', 'Less Than', and 'Less Than or Equal To' Comparison Operators so that we can direct logic on number/currency fields

**Based on conversations with Adiaak, CobbleStone showed how this can be done with out-of-the-box functionality on the workflow manager.

c. Configuring Additional Field Values upon Task Completion/Task Rejection
Currently, we can only set one field value when a task is 'Completed/Approved' and one field value when a task is 'Rejected/Not Approved'. This presents a functional problem for us when we need to update multiple fields upon task completion/approval or task rejection/non-approval. Please provide the ability to set values for five field values when a task is 'Completed/Approved' and five field values when a task is 'Rejected/Not Approved'. We would prefer to get a '+' (expand) button to add these additional fields when we need to set their values (keeps the clutter down to a minimum, and only takes up screen/display real estate when needed).

Estimate (Adiaak will recommend this option to UCF GC):
CobbleStone to put in a "1 to Many" relationship and functionality between workflows and Contract Record fields to update on approval or rejection of a task (instead of the "1 to 1" relationship and functionality that is currently provided in Contract Insight).
Estimated Level of Effort: $9,750

Timeframe (for 10c & 10d): Approximately 100-120 calendar days. This developed configuration must be CobbleStone's core configuration queue. CobbleStone and UCF must plan for estimated start date for this item.

d. Additional Object References
When designing workflow, we need to refer to the value of the following objects when building workflow criteria and designing workflow tasks.

Option 1 (Adiaak will recommend this option to UCF GC):
CobbleStone to update built-in workflow module and associated functionality to include the ability to set dynamic employee/user assignment to tasks based on the objects detailed below.
Estimated Level of Effort: $54,000

Timeframe (for 10c & 10d): Please see above.

Option 2:
UCF to utilize the out-of-the-box functionality of the workflow manager to setup workflow processes for each attorney selection, legal administrative selection, receiving office approver selection, or employee who has permission to enter/add contracts.

Administrators can update/manage these workflows and tasks with the built-in workflow manager tool.
Estimated Level of Effort: Out of the box Functionality (No Charge)

~~Option 3~~(this option declined by Adiaak during March 6 2015 conference call since it does not deliver the required functionality)
~~CobbleStone to create new management area to define dynamic entries for workflow configuration which would include the dynamic entry in the "Employee" and "Escalate to" Workflow Manager workflow task setup options. CobbleStone will create modify logic on the checking and processing of workflows to alternately check the rules and lookup associated with the dynamic entries to determine the necessary employee/user to assign to the task.~~
~~Estimated Level of Effort: $18,000~~

- i. Attorney object
  This object is a reference to the Attorney field in the tblContracts table.
  1. In Add Workflow Criteria
     Add this object to the Add Workflow Criteria: 'equals' comparison target drop-down list. For example, in Add Workflow Criteria: 'Select workflow field:', if the Employee field is selected as the comparison source, we should be able to select the Attorney object as the 'equals' comparison target.
  2. In Assign Workflow Tasks
     - a. Add this object to the 'Employee:' drop-down list field in the tblContractTasks table to be used when designing workflow tasks. For example, when designing a workflow task, we should be able to assign the task to the Attorney object by selecting the object in the workflow task 'Employee:' drop-down list field.
     - b. Add this object to workflow tasks as the update field target in the Update Record's Field When Task is Completed/Approved 'set to:' section. For example, in workflow tasks, if the Employee field is selected as the update field source in the 'Update Record's Field When Task is Completed/Approved:' section, then we should be able to select the Attorney object as the 'set to:' update field target.
     - c. Add this object to workflow tasks as the update field target in the Update Field When Task is Rejected/Not Approved 'set to:' section. For example, in workflow tasks, if the Employee field is selected as the update field source in the 'Update Field When Task is Rejected/Not Approved:' section, then we should be able to select the Attorney object as the 'set to:' update field target.
- ii. LegalAdministrative object
  This object is a reference to the LegalAdministrative field in the tblContracts table.
  1. In Add Workflow Criteria
     Add this object to the Add Workflow Criteria: 'equals' comparison target drop-down list. For example, in Add Workflow Criteria: 'Select workflow

        field:', if the Employee field is selected as the comparison source, we should be able to select the LegalAdministrative object as the 'equals' comparison target.
    2. In Assign Workflow Tasks
        a. Add this object to the 'Employee:' drop-down list field in the tblContractTasks table to be used when assigning workflow tasks. For example, when designing a workflow task, we should be able to assign the task to the LegalAdministrative object by selecting the object in the workflow task 'Employee:' drop-down list field.
        b. Add this object to workflow tasks as the update field target in the Update Record's Field When Task is Completed/Approved 'set to:' section. For example, in workflow tasks, if the Employee field is selected as the update field source in the 'Update Record's Field When Task is Completed/Approved:' section, then we should be able to select the LegalAdministrative object as the 'set to:' update field target.
        c. Add this object to workflow tasks as the update field target in the Update Field When Task is Rejected/Not Approved 'set to:' section. For example, in workflow tasks, if the Employee field is selected as the update field source in the 'Update Field When Task is Rejected/Not Approved:' section, then we should be able to select the LegalAdministrative object as the 'set to:' update field target.

iii. CurrentReceivingOfficeApprover object
This object is a reference to the CurrentReceivingOfficeApprover field in the tblContracts table.
    1. In Add Workflow Criteria
    Add this object to the Add Workflow Criteria: 'equals' comparison target drop-down list. For example, in Add Workflow Criteria: 'Select workflow field:', if the Employee field is selected as the comparison source, we should be able to select the CurrentReceivingOfficeApprover object as the 'equals' comparison target.
    2. In Assign Workflow Tasks
        a. Add this object to the 'Employee:' drop-down list field in the tblContractTasks table to be used when assigning workflow tasks. For example, when designing a workflow task, we should be able to assign the task to the CurrentReceivingOfficeApprover object by selecting the object in the workflow task 'Employee:' drop-down list field.
        b. Add this object to workflow tasks as the update field target in the Update Record's Field When Task is Completed/Approved 'set to:' section. For example, in workflow tasks, if the Employee field is selected as the update field source in the 'Update Record's Field When Task is Completed/Approved:' section, then we should be able to select the

            CurrentReceivingOfficeApprover object as the 'set to:' update field target.
        c. Add this object to workflow tasks as the update field target in the Update Field When Task is Rejected/Not Approved 'set to:' section. For example, in workflow tasks, if the Employee field is selected as the update field source in the 'Update Field When Task is Rejected/Not Approved:' section, then we should be able to select the CurrentReceivingOfficeApprover object as the 'set to:' update field target.

iv. EnteredBy object

This object is a reference to the EnteredBy field in the tblContracts table.

1. In Add Workflow Criteria
   Add this object to the Add Workflow Criteria: 'equals' comparison target drop-down list. For example, in Add Workflow Criteria: 'Select workflow field:', if the Employee field is selected as the comparison source, we should be able to select the EnteredBy object as the 'equals' comparison target.
2. In Assign Workflow Tasks
   a. Add this object to the 'Employee:' drop-down list field in the tblContractTasks table to be used when assigning workflow tasks. For example, when designing a workflow task, we should be able to assign the task to the EnteredBy object by selecting the object in the workflow task 'Employee:' drop-down list field.
   b. Add this object to workflow tasks as the update field target in the Update Record's Field When Task is Completed/Approved 'set to:' section. For example, in workflow tasks, if the Employee field is selected as the update field source in the 'Update Record's Field When Task is Completed/Approved:' section, then we should be able to select the EnteredBy object as the 'set to:' update field target.
   c. Add this object to workflow tasks as the update field target in the Update Field When Task is Rejected/Not Approved 'set to:' section. For example, in workflow tasks, if the Employee field is selected as the update field source in the 'Update Field When Task is Rejected/Not Approved:' section, then we should be able to select the EnteredBy object as the 'set to:' update field target.

XI. Default Values for User-Defined Fields

We need to be able to configure a default value for all user-defined fields. For example, the user-defined Attorney field in the tblContracts table needs to a have a default value of "NotSet". We will define other fields Yes/No/NotSet in the tblContracts table (AFIA Approval, Provost Approval; FandA Approval, etc.), and we must be able to configure default values of "NotSet" in these fields.

**Based on conversations with Adiaak, CobbleStone will set required default values as a complimentary service (No Charge).