

UCSD Business Contracts Revitalization Plan

Steps

- Hire Additional Resources
 - 1 career, and 2 limited term positions; 1 limited term replaces a 5-year temporary staff member funded by BFS funds. (Net + is 1)
- Increase efficiencies by focusing on process standardization and improvement
 - Map all current processes
 - Standardize process for similar transaction types
 - Eliminate redundancies/optimize process
- Implement transaction/contract tracking system (e.g. Footprints)
 - Single repository for all transactions
 - Status tracking/forwarding mechanism
 - Dashboard/Metrics
- Attach average processing time to primary transaction types in order to estimate and advertise standard TAT (Turn Around Time)
 - Use this data in conjunction with volume to estimate required resources
- By consulting with sponsoring departments and campus leadership, asses appropriate levels of allowable risk
 - Increased risk tolerance = faster processing time
- Develop “Subject Matter Experts” specific to schools/departments with highest transactional volume
 - Health Sciences, Engineering (SOE/SDSCC/CALIT) and Oceanographic units
 - Consider shared or full funding of these resources by sponsoring departments
- Determine which contracts truly belong within the realm of Business Contracts
 - Determine role of Business Contracts in relation to OCGA and other Contracts related groups on campus and distribute workload accordingly