



Office of Legal Affairs

MEMORANDUM

To: All University Personnel
From: Crystal M. James, Chief Legal Affairs Officer
Date: July 15, 2025
RE: Contracts Review Updates (Does NOT impact agreements that must go through purchasing process)

This memorandum serves to update you on our ongoing efforts to enhance efficiency, transparency, and regulatory compliance within our contracting processes and to announce the upcoming launch of a **new contract management system**. This initiative, led by the Office of Legal Affairs (OLA), is designed to **simplify review entry points** and **reduce the number of emails concerning status updates**, building upon the improvements we have been implementing.

A contract is any legally enforceable agreement, which includes, but is not limited to, letters of agreement, lecture or performance agreements, licenses, memoranda of understanding, and terms and conditions related to all types of transactions. **All Albany State University (ASU) contracts must be in writing**. It is important to note that a binding contract may involve something of value being provided to another party at no charge, and the University has an inherent interest in protecting itself even if no financial transaction is involved.

To ensure a streamlined and efficient process, all university contracts for services or products **MUST be submitted to OLA ten (10) business days before any external deadlines or due date**. Should an expedited review be required, this must be specifically requested by the Office of the President or the Vice President responsible for that particular unit.

The OLA is preparing to launch a new electronic contract management system this Fall to modernize our approach. This update represents a significant step forward in enhancing our operational capabilities and aligns seamlessly with our mission to deliver exceptional legal support and guidance.

Key Features and Benefits of the New System: The new system incorporates several advancements to improve the contracting process:

- **Streamlined Approval Workflow:** It includes a digital workflow to facilitate **quicker contract reviews and execution**.
- **Easy Access and Tracking:** All documents will be readily accessible and trackable, which will help to **minimize errors and delays** in processing.
- **Early Stakeholder Engagement:** There will be an increased emphasis on involving stakeholders early in the process to **clarify terms and expectations**, thereby reducing the potential for disputes.

[Link](#) to join weekly training sessions

Transition and Submission Process Updates: Effective immediately, all new agreements submitted for review should continue to include a copy of the routing form with signatures from the head of the unit attesting to available funds and approval of the activity. These documents should be emailed directly to OLA in PDF format to Ms. Santana Clark at santana.clark@asurams.edu, with a copy to legallaffairs@asurams.edu.

Please be aware that **new agreements submitted through the existing Self Service ticketing system after July 18, 2025, will experience significant delays in processing.** We anticipate that the new contract management system will eventually replace the need for the Self Service ticketing system for new submissions, aligning with our goal of a ten-business-day approval process for all newly submitted agreements. For agreements currently backlogged in the ticketing system, OLA will diligently work to clear them by the end of July 2025. Please **DO NOT resubmit agreements already in the ticketing system** unless a deadline necessitates a quick review.

Once submitted, your agreement will be logged into the OLA, reviewed, and forwarded to the appropriate signatory, with a copy provided to your business unit designee on or before the end of the ten (10) business day window. For example: faculty members or those working within an academic unit, your agreement will be returned to academicaffairs@asurams.edu once approved and forwarded for execution. The new system will greatly improve our ability to track agreements and provide status updates more efficiently. However, the OLA does not have the staffing to respond to multiple daily inquiries regarding the status of pending agreements. To check the status of your agreement, please begin your inquiry with the employee your business unit has designated to monitor your unit's email address.

To ensure a seamless transition, [staff training sessions are scheduled beginning Monday July 21, 2025 at Noon and continue weekly through August 30, 2025](#) to provide answers to questions or concerns with the new process fostering a culture of continuous learning and improvement. The Office of Legal Affairs seeks the cooperation of all business units to assess and improve processes for enhanced efficiency. We are dedicated to engaging stakeholders at every stage of the contracting process to ensure alignment and promote stronger, more collaborative relationships.

In summary, the introduction of this electronic contract management system is poised to **revolutionize the operations of the Office of Legal Affairs**, paving the way for a more agile and responsive organization. We are confident that this new system will not only meet but exceed expectations, establishing a benchmark for excellence in legal contract management.

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