



August 14, 2018
Memo to: Board of Commissioners
From: George Wood, Interim County Manger
Re: Contract Life-Cycle Management Software Solution

Buncombe County has nearly one thousand active legal contracts stemming from activities throughout the County Departments. Examples include construction, purchasing, software licensing, and services. The management of these contracts has historically been decentralized with little consistency across departments on basic contract life-cycle components such as authoring, negotiation, approval, auditing, storage, and retention.

From working closely with several stakeholder departments and the Fiscal Accountability Committee, Buncombe County IT will give an informational presentation on the history and current state of the procurement and implementation of a Contract Life-Cycle Management (CLM) system. The presentation will include:

- Current State Analysis
- Benefits of a CLM
- Contract Policy Preview (to be fully presented by the Fiscal Accountability Committee for board adoption in September)
- The Software Selection Process
- Cost & Budget
- Governance Model
- Implementation Timeline & Next Steps

The board has already approved the acquisition of a CLM software solution through the FY19 budget adoption. This presentation is designed to keep you informed and allow you an avenue to ask questions of our staff.

Please call me if you have any questions.