Business Systems Review: Contracts/Transactions

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General Counsel & Chief Legal Officer

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Policy 0027

3/10/2026

Department Overview & Mission Alignment

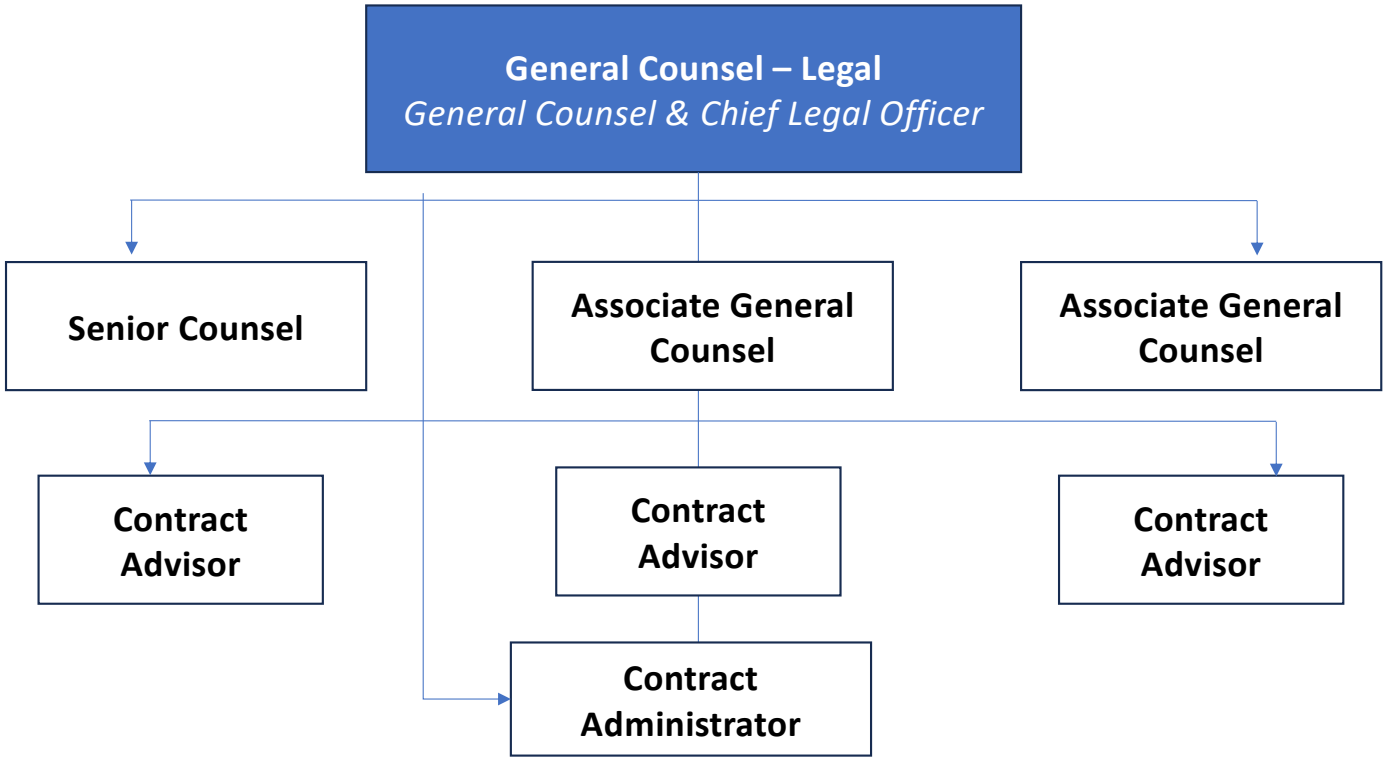
Mission:

To provide legal guidance and contracting services in all areas of transactions for the District to support District operations.

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Office of General Counsel – Contracts Management Team

Organizational Chart | 2026



System Landscape & Core Functions

- Major business systems/platforms used by the department:
  - **Contract Advantage** - a contract lifecycle management software system that provides an array of functionality across contract storage and categorization, contract creation and editing, workflows and electronic signature, as well as reporting and alerts.

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Connection to School Performance

- How business systems directly or indirectly support schools
  - Reduce liability to the District
  - Ensures the right insurance; terms and conditions, remedies, etc.

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Major Program Initiatives

- Key initiatives underway (modernization, automation, process improvement, etc.)
- Status updates and milestones achieved
- Impact or projected benefits (ROI tracking)

Strengths & Challenges

- Strengths of current systems
  - Highly customizable

- Challenges/Limitations
  - Not particularly intuitive, making it somewhat difficult to navigate without training

Thank You!

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