Date Filed: August 14, 2026

Witness: Craig Dikeman and Matthew J. Correia
Request from: Office of Education, Outreach, and Enforcement

Question:

(CONTRACTS) Explain how contracts are administered by the Company to include the requirements for when a contract is required and how the contracts are tracked. As part of the response, please also provide a detailed listing of available fields (i.e., data elements) for information that could be provided in the event that an inventory of contracts is requested.

Response:

The Company determines contract requirements based on the scope of work, total estimated spend, operational risk profile, and commercial complexity. Higher-value, long-term, or higher-risk engagements for Normal Goods and Services, as defined within the Procurement Policy, generally go through a formal competitive bid process. This typically results in a formal contract managed through SAP Ariba, though formal Ariba Contracts may also be established via approved procurement exceptions or sole source justifications.

More routine, low-dollar, transactional purchases, or those required under emergency circumstances, may be governed by a Contract in the form of a Maximo Purchase Order ("PO"), with standard terms and conditions incorporated directly into the POs when a formal Ariba Contract is not applied.

Contracts are administered and tracked using two integrated systems:

- SAP Ariba Sourcing and Contracting: Used for contract creation, legal terms negotiation, approval workflows, and master document lifecycle management. Contract details managed in Ariba automatically interface and migrate into the Company's Enterprise Resource Planning ("ERP") system, IBM Maximo.
- IBM Maximo: Used for operational execution, PO issuance, invoice matching, and active financial management. Purchase Orders reference the underlying governing contract in Ariba where applicable.

Reporting tools associated with both Ariba and Maximo allow the Procurement team to actively monitor contract status, designated sourcing agents, expiration/end dates, and remaining contract balances to ensure timely reviews, renewals, or closeouts.
In the event an inventory of contracts is requested, the available data fields (data elements) actively utilized and managed by the teams include:

For Contracts (SAP Ariba):

- CONTRACT NUMBER (Contract Header)
- REVISION NUMBER (Contract Header)
- CONTRACT STATUS (Contract Header)
- STATUS DATE (Contract Header)
- VENDOR (Contract Header)
- PURCHASE AGENT (Contract Header)
- CONTRACT TYPE (Contract Header)
- CONTRACT CATEGORY (Contract Header)
- CONTRACT DESCRIPTION (Contract Header)
- CHANGE BY (Contract Header)
- CHANGE DATE (Contract Header)
- START DATE (Contract Header)
- CONTRACT END DATE (Contract Header)
- CONTRACT VALUE (Contract Header)
- CAN EXCEED VOLUME (Contract Header)
- AMOUNT REMAINING (Contract Header)
- FREIGHT TERMS (Contract Header)
- FOB POINT (Contract Header)
- PAYMENT TERMS (Contract Header)
- ADD LINES ON USE (Contract Header)
- INVOICE APPROVAL REQUIRED (Contract Header)
- RECEIPTS REQUIRED (Contract Header)
- CONTRACT CERTIFICATE OF INSURANCE CATEGORY (Contract Header)
- CONTRACT LINE NUM (Contract Line)
- LINE TYPE (Contract Line)
- ITEM NUMBER (Contract Line)
- LINE DESCRIPTION (Contract Line)
- ORDER UNIT (Contract Line)
- ORDER QTY (Contract Line)
- UNIT COST (Contract Line)

For Purchase Orders (IBM Maximo):

- PO NUMBER (PO Header)
- PO REVISION NUMBER (PO Header)
- REVISION COMMENTS (PO Header)
- PO DESCRIPTION (PO Header)
- PO STATUS (PO Header)

- PO STATUS DATE (PO Header)
- VENDOR (PO Header)
- CONTRACT NUMBER (PO Header)
- PURCHASE AGENT (PO Header)
- CERTIFICATE OF INSURANCE COVERAGE (PO Header)
- ORDER DATE (PO Header)
- INVOICE APPROVER (PO Header)
- INVOICE APPROVAL REQUIRED (PO Header)
- PROCUREMENT GROUP (PO Header)
- REQUIRED DATE (PO Header)
- SOLE SOURCE (PO Header)
- PO TYPE (PO Header)
- FREIGHT TERMS (PO Header)
- PAYMENT TERMS (PO Header)
- FOB POINT (PO Header)
- SHIP TO (PO Header)
- SHIP TO ATTN (PO Header)
- DROP POINT (PO Header)
- BILL TO (PO Header)
- TOTAL COST (PO Header)
- TOTAL TAX (PO Header)
- CHANGE BY (PO Header)
- CHANGE DATE (PO Header)
- PAY ENTITY (PO Header)
- PO DELIVERY METHOD (PO Header)
- PO EMAIL (PO Header)
- PO REVISION DELIVERY METHOD (PO Header)
- ESMATERIALRECEIPTS (PO Header)
- ESEXCEPTION FLAG (PO Header)
- DIRECT REQUEST (PO Header)
- PO COMPLIANCE (NEW FIELD) (PO Header)
- EXCEPTION CATEGORY (NEW FIELD) (PO Header)
- PO LINE NUMBER (PO LINE)
- ITEM NUMBER (PO LINE)
- LINE DESCRIPTION (PO LINE)
- LINE TYPE (PO LINE)
- STOREROOM LOCATION (PO LINE)
- ORDER QTY (PO LINE)
- ORDER UNIT (PO LINE)

- UNIT OF MEASURE CONVERSION (PO LINE)
- UNIT COST (PO LINE)
- RECEIVED QTY (PO LINE)
- RECEIVED UNIT COST (PO LINE)
- RECEIVED TOTAL COST (PO LINE)
- VENDOR DELIVERY DATE (PO LINE)
- COMMODITY GROUP (UNSPSC) (PO LINE)
- COMMODITY (UNSPSC) (PO LINE)
- LINE COST (PO LINE)
- COMMODITY DESCRIPTION (PO LINE)
- TAX CODE (PO LINE)
- TAX VALUE (PO LINE)
- REMAINING CONTINGENCY AMOUNT (PO LINE)
- ENTER DATE (PO LINE)
- REQUESTED BY (PO LINE)
- REQUIRED DELIVERY DATE (PO LINE)
- ENTER BY (PO LINE)
- VENDER COMMENT (PO LINE)
- SUPPLIER COMMIT DATE (PO LINE)
- GENERAL LEDGER DEBIT ACCT (PO LINE)