

Receiving and Resolving an Internal Review Round

Dashboard Status Key

Draft

- **Draft** – Once the Contract Request has been approved, Contract Administration is processing your contract by reviewing terms and conditions, identifying any additional reviews that may need to take place, and determining the proper mechanism (template, addendum, etc.) to execute your contract.

Internal Review

- **Internal Review** – The contract has been routed for review for someone within the University to review the contract. This can mean it's with Information Technology, OGC, or back with the submitting department to answer questions or review language.

External Review

- **External Review** – The contract has been routed to the second party for review of proposed changes or additional documentation the University needs to include.

Pending Approval

- **Pending Approval** – The contract has been submitted for approval and is waiting for an approver to review and approve in AggieBuy. The approval path in the contract will show.

Out for Signature

- **Out for Signature** – The signature envelope has been triggered and the contract is out for signature. It could be with the University or with the second party for review.

Pending Signature

- **Pending Signature** – The contract has arrived in the e-Signature step and is awaiting the confirmation back from the e-signature provider.

Executed: In Effect

- **Executed** – The contract has been signed by both parties and is finished.

Internal Review Round

1. Email is sent when you are assigned an internal review round.
2. Click the link in the email to navigate to the contract.
3. If necessary, sign into AggieBuy via SSO.
4. From the top screen, "Check Out" the document to allow edits to the contract.

Internal Review You are a reviewer. You can check out the contract to make changes, then [finish your review](#). This contract must be in a Fully Executed status before it can be made active for shopping.

If you would like to edit this contract please check it out. [Check Out](#)

C2023-9698
SOM - Semler Scientific

Type: PA - Vendor Purchase Orders
2nd Party: SEMLER SCIENTIFIC INC
Dates: 11/1/2022 - 10/31/2027
Version: Renewal 0, Amendment 0
Contract Request: 7354106

Contract Header

| | | | |
|-------------------|---|-------------------------------------|---|
| Contract Number * | C2023-9698 | Parent Contract | - |
| Contract Name * | SOM - Semler Scientific | Currency | USD |
| Contract Type * | PA - Vendor Purchase Orders | Use eSignature for this contract? * | Yes |
| Work Group * | Primary Care Medicine | Show on Supplier Portal | Inherit From General Contract Settings - Current Setting: Yes |
| Summary | Software license agreement for software to be used in providing clinical services | | |

Total Contract Value (TCV)
TCV: 30,000.00 USD

[Lifetime Spend \(USD\)](#)

5. Click on "Review Rounds" on the left side of the screen.

Receiving and Resolving an Internal Review Round

Total Contract Value (TCV)
TCV: 30,000.00 USD

[Lifetime Spend \(USD\)](#)

Summary
Software license agreement for software to be used in providing clinical services

| Contract Parties | | | | | |
|---------------------------------|-------------------|--------------------------|---------|------------------|--|
| Name | Currently Visible | Type | Contact | Contract Address | |
| Texas A&M Health Science Center | | First Party (Primary) | - | - | |
| SEMLER SCIENTIFIC INC | ✘ | Second Party (Primary) ⓘ | - | - | |

Dates and Renewal

| | | | |
|--------------|---|---------------------------|----|
| Time Zone * | CDT/CST - Central Standard Time (US/Central) | Renewals Remaining | - |
| Start Date * | 11/1/2022 12:00:00 AM ✘ Update Start Date Upon Execution ⓘ | Automatically Apply Price | No |
| | | File with Renewal | |
| End Date * | Expires On 10/31/2027 11:59:59 PM | Renewal Term | - |
| | | Auto-Renew | No |

Additional Details

Monetary Information

| | |
|--------------------------------|-----|
| Is this a Monetary Contract? * | Yes |
|--------------------------------|-----|

6. Review the comment left by the contract manager to determine what needs reviewed (attached contract, term dates, contract value, etc.)

Internal Review You are a reviewer. You can check out the contract to make changes, then [finish your review](#).
This contract must be in a Fully Executed status before it can be made active for shopping.

This Contract is currently checked out to You. It is locked and cannot be edited by others until you check it in. [Check In](#)

C2023-9698
SOM - Semler Scientific

Type: PA - Vendor Purchase Orders
2nd Party: SEMLER SCIENTIFIC INC
Dates: 11/1/2022 - 10/31/2027
Version: Renewal 0, Amendment 0
Contract Request: 7354106

Review Rounds
This contract has 0 completed rounds of review.

Current Round (Internal - Manual) (7/13/2023 -) [End Round Now](#)

Message From: Mcginley, Brian
Taking over draft contract from Mike. Asking department is this contract is still in process and needed. [Edit](#)

| Tracking | Reviewer | Comment | Actions |
|----------|-----------------|---------|-------------------------|
| Sent ⓘ | Mcginley, Brian | - | Actions |

7. Attachments can be reviewed on the “Attachments” screen.

Receiving and Resolving an Internal Review Round

Summary

- Header ✓
- Contract Summary ✓
- Departmental Contact Inf... ✓
- Second Party Name and ... ✓
- Back Office ✓
- Reporting Info ✓
- Contract Checklist ✓
- Alternative Language 0
- Attachments 5** ←
- Obligations 0

Review Rounds 1

eSignature 0

Approvals

- Download and open any documents required to review and respond to the internal review round.
- Use the “Add Attachments” to upload any redlined version if you made notations within the documents.

C2023-9698
SOM - Semler Scientific

Type: PA - Vendor Purchase Orders
2nd Party: SEMLER SCIENTIFIC INC
Dates: 11/1/2022 - 10/31/2027
Version: Renewal 0, Amendment 0
Contract Request: 7354106

Total Contract Value (TCV)
TCV: 30,000.00 USD

Attachments

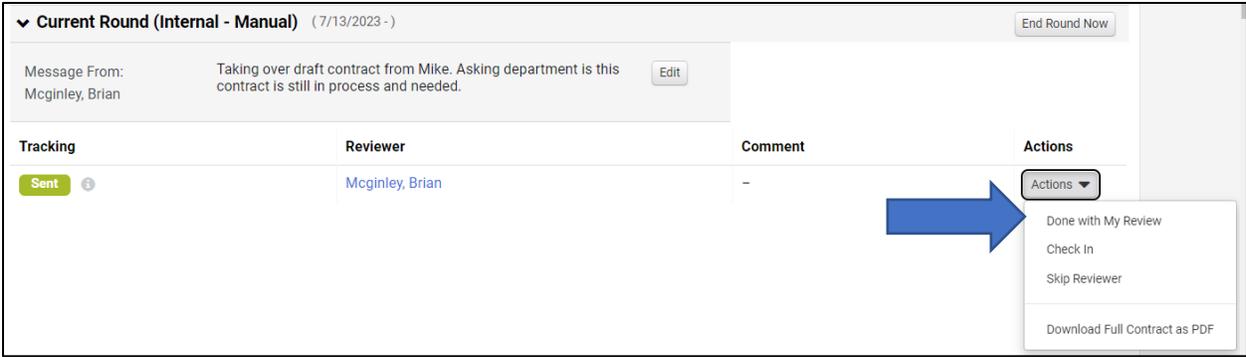
General (5) Internal Only (0) Obligations (0)

Add Attachments Upload Main Document

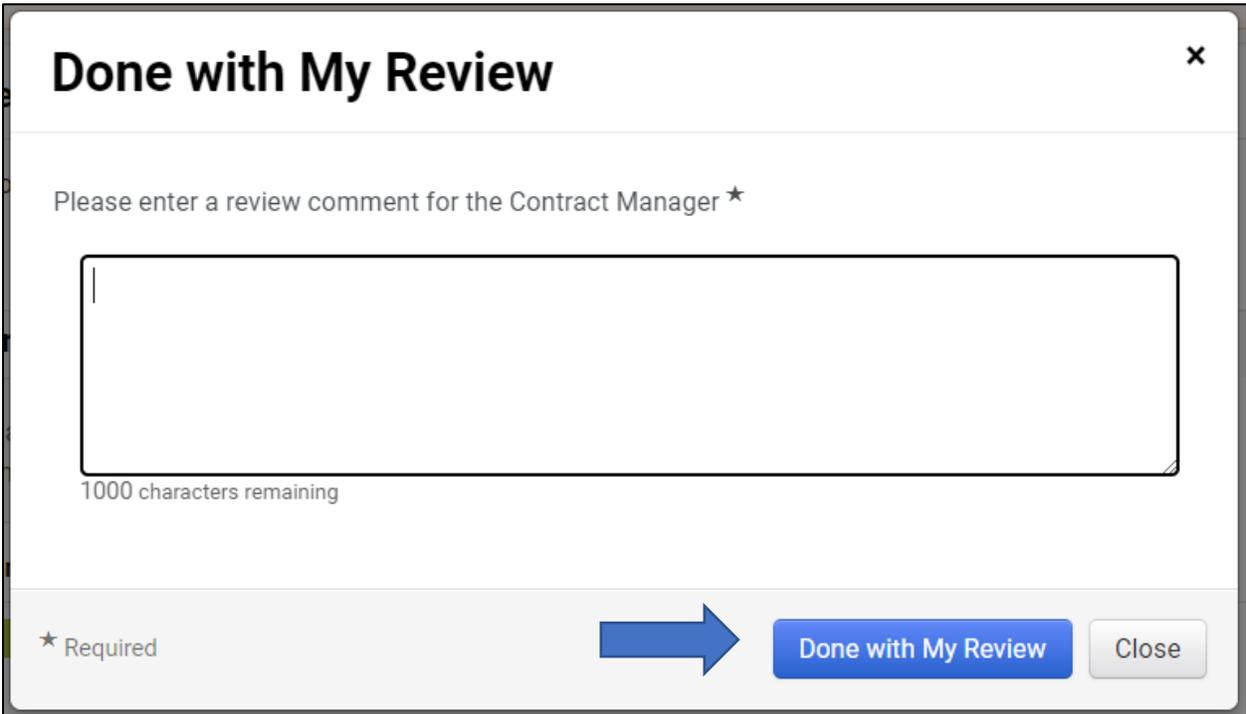
| Print Order | Attachment | Print with Full Contract | Show on Supplier Portal | Version | Size | Date Uploaded | Actions |
|-------------|--|--------------------------|-------------------------|---------|--------|------------------------|---------|
| 1 | 23-10-04-Semler Scientific Inc. (Contract).pdf | ✓ | ✗ | 1 | 789 KB | 11/16/2022 8:32:35 AM | Actions |
| 2 | C2023-9698 Contract Addendum - Semler Scientific Inc. (QuantaFlo) 12.12.22.doc | ✓ | ✗ | 1 | 142 KB | 12/12/2022 11:24:57 AM | Actions |
| 3 | Contract Addendum - Semler Scientific Inc. (QuantaFlo).doc | ✓ | ✗ | 1 | 142 KB | 11/16/2022 8:32:35 AM | Actions |
| 4 | BAA - Semler Scientific, Inc.doc BAA - Semler Scientific Inc.doc | ✓ | ✗ | 1 | 121 KB | 11/16/2022 8:32:35 AM | Actions |
| 5 | 23-10-04-Semler Scientific Inc. (Accessibility).pdf | ✗ | ✗ | 1 | 179 KB | 11/16/2022 8:32:34 AM | Actions |

- Once complete, navigate back to the “Review Rounds” screen.
- From the “Actions” drop down, select “Done with Review”.

Receiving and Resolving an Internal Review Round



12. Leave the results of your review and click “Done with My Review”.



13. Once done, the contract will resolve the review round and change the contract status back to “Draft”. This will also notify the Contract Manager the review round is complete.