

Business Systems Review: Contracts/Transactions

Justin Bailey

General Counsel & Chief Legal Officer

Policy 0027

3/10/2026



Greatness Grows **Here!**



Greatness Grows Here!

Department Overview & Mission Alignment

Mission:

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



Greatness Grows Here!

Department Org. Chart

- List positions through manager, then the number of employees that report to that manager
 - Senior Legal Counsel (1)
 - Associate General Counsel (2)
 - Contract Advisor (2)
 - Contract Administrator (1)
- Use the most recent org chart for consistent formatting
- [2025 Org Chart - Leadership.pptx](#) – Insert here



Greatness Grows Here!

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.



Greatness Grows Here!

Connection to School Performance

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



Greatness Grows Here!

Major Program Initiatives

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



Greatness Grows Here!

Strengths & Challenges

- Strengths of current systems
 - Highly customizable
- Challenges/limitations
 - Not particularly intuitive, making it somewhat difficult to navigate without training

Thank You!



Memphis-Shelby County Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information.
Las Escuelas de Memphis-Conadado Shelby ofrecen oportunidades educativas y de empleo sin distinción de raza, color, religión, sexo, credo, edad, discapacidad, origen nacional, o la información genética.

Greatness Grows Here!