

Supporting Artifact

IT Vendor Renewal Database

Skill Demonstrated: Technology Procurement & Vendor Management

Professional Role: Senior IT Administrative Coordinator

Initiative

I designed and implemented a centralized vendor renewal database to provide IT management with a comprehensive view of software and technology contracts and upcoming renewals. The database organizes renewal information by department and is accessible to IT managers and above, creating a centralized resource for managing vendor relationships, contractual obligations, and procurement activities.

Key Contributions:

- **Designed and built** a centralized database for tracking technology vendor renewals.
- **Established standardized fields** for vendor and supplier information, product descriptions, contract term dates, costs, invoice numbers, cancellation terms, and applicable price-cap provisions.
- **Organized renewal information by department**, enabling IT leadership to identify and manage technology expenditures and vendor relationships.
- **Documented cancellation requirements**, providing visibility into termination provisions and requirements that may need to be addressed before a renewal or cancellation.
- **Captured contractual pricing protections**, including applicable price-cap terms, giving management visibility into potential limitations on future price increases.
- **Created a centralized management resource** that improves visibility into contract timelines, financial commitments, vendor obligations, and renewal considerations.
- **Structured the database for future automation**, including the potential to integrate the information into an AI agent to support more efficient renewal tracking and management.

Skills Demonstrated

This initiative demonstrates my ability to develop and manage structured processes for technology procurement and vendor lifecycle management. By consolidating contractual financial, renewal, cancellation, and pricing information into a single resource, I created a process that supports informed procurement decisions and proactive vendor management. The database also demonstrates my ability to design scalable processes with future automation in mind.

Outcome

The database established a standardized and centralized method for managing IT vendor renewals and contractual obligations. It provides IT management with greater visibility into renewal dates, costs, cancellation requirements, and pricing protections, allowing the organization to approach renewals proactively and identify important contractual considerations before entering negotiations.

This supporting artifact summarizes professional experience. Confidential vendor, contractual financial, and organization information has been intentionally omitted.