



Request for Information (RFI)

**SERVICES: CALL FOR REQUEST FOR INFORMATION FOR A CONTRACT
MANAGEMENT SOFTWARE TOOL / SOLUTION**

Responses to be submitted to: LeratoR@ppecb.com

1 INVITATION

THE PURPOSE OF THE REQUEST FOR INFORMATION

The PPECB seeks competent firms to provide a Software Solution for Contract-Management with the aim to automate and streamline the PPECB's Contract Management process.

The PPECB is collecting information on the services provided by your organisation that may assist the PPECB with the purchase of a Contract Management Software Solution.

The PPECB aims to find a software solution that fits the requirements mentioned below.

Suitable service providers interested in offering services to the PPECB are asked to submit a complete project proposal, including related fees and expenses.

The goal is to enhance productivity in contract management by improving the already established internal controls and processes.

Bidders are invited to submit responses to this request for information for the Provision of Contract Management Software Solution/Tool to PPECB

This is not a tender, however information gathering for the PPECB to be able to formulate specification for the competitive tender process.

Expected Benefits

- The Solution will be simple to use and easy to navigate.
- Ability to create and utilise contract templates to simplify and reduce time spent on contract drafting.
- The Solution will make internal collaboration easier throughout the various stages of the contract lifecycle.
- Consistent tool set for managing and delivering all deliverables throughout the contract lifecycle which includes alerts for contracts nearing expiry.
- Ability to create digital signatures and approval workflows.
- Tracking approval and signatures of the contract and providing alerts to remind contract managers/owners to complete signature of the contract
- The enable the Legal Team to spend less time drafting, reviewing, and managing contract supporting documentation.
- Streamline the compilation of required contract supporting documentation.
- Time spent on contract drafting and administration will be reduced across the PPECB.
- All contract documentation may be retrieved more easily by authorised employees through secure access controls.
- Improved visibility into associated contracts assists with project management efficiency.
- The authorised users will be able to view on demand reports in various formats.
- It will be easy to create different access control settings even within the Legal Team itself.
- Reporting capabilities providing various insights into the contracts currently in effect.
- Appropriate security for the access, storage, and retrieval of contracts and associated documentation.
- Integration with current systems, such as Microsoft D365 and Oracle and automating certain flows of information through these systems.

PROPOSED SOLUTIONS, IN RESPONSE TO THE RFI, MUST INCLUDE AND DEMONSTRATED AT THE MINIMUM, TO HAVE THE FOLLOWING CAPABILITIES

Re-evaluate the legacy Contract Management process of PPECB and make necessary modifications using current resources and technology. The solution must be easy-to-use and straightforward for contract administrators and managers, guiding them through the process. It should manage the entire contract lifecycle, including, contract creation/review/execution, contract approval (e.g., resolution approval), contract management, and closeout.

The software must be simple and intuitive, with the ability to group by project or service provider and link contracts (including amendments, renewals, etc.) and other related documents to a larger project.

The software must assist with the review of contracts and notify legal for non-standard terms, create the resolution, and other necessary documents. It should provide electronic workflow capabilities for managing the contract lifecycle, including the ability to see any changes made to a contract easily after it was sent for review.

The software must have document version control and version history, as well as notify changes to the PPECB legal team and anyone else involved. It should also offer reminders for deliverables and renewals, as well as verification that all deliverables were delivered.

The software should allow permissions to be assigned to grant user groups access to all contracts for which they are responsible. It should also display the current state of the contract, including any amendments or changes in language. Moreover, it must operate as the central storage location or integrate with an existing central storage location for contracts and related documents.

The software must provide the ability to see where a contract is in the process at any given moment, and contracts and related documents should be secure and confidential. Standard operating procedures and defined responsibilities should be established.

During contract creation, the software must generate the scope of services to identify who is responsible for each deliverable. It should also handle contract management during the term of the agreement, including delegating control of deliverables with the ability to report up to the primary contract manager/owner, contract closure.

The solution should provide on-demand analytics reports in various formats, e.g., charts, graphs etc to have an overview of the status of all contracts loaded on to the system. The solution should also have a function for creating/extracting a contracts register.

The Solution must have appropriate built in security to ensure compliance with relevant data privacy laws and confidentiality requirements in terms of loading, accessing, storing, and retrieving contracts.

The PPECB requires an understanding of integration capabilities with systems such as Microsoft D365 and Oracle and how processes can be automated through flow of information from and to these systems.