



IBM **Information Management** software

Softech & Associates Contracts Lifecycle Management (CLM)

Partner Solution

■ **Target Industry**

Government

■ **Business Application**

*Lease, Contract and Agreement
Management*

■ **Products**

IBM FileNet Content Manager

IBM FileNet Document Publisher

IBM InfoSphere Enterprise Records

Business Challenge

In the overall economy, government agencies are the largest purchasers of goods and services. The key to managing the performance of these organizations is through the effective management of binding contracts and agreements for goods and services. It is essential that agencies comply with government programs and mandates (e.g., Federal Acquisition Regulations or the Acquisition Management Division's contracting policies and procedures of various federal, state and county agencies). They must also follow acquisition process safeguards (e.g., documentation justifying sole source awards, verifying proof of inspection of goods, or completing the checklists of required contract documentation). What's more, these agencies must also provide documentation to explain the reasons goods or services were acquired, provide evidence of competition, and document contractor performance.

Additional oversight of contracts is needed to provide better management control and mitigate fraud, waste, and abuse. However, agencies face many challenges in achieving effective contract management. Collaborative contract development and/or reviews can be awkward if using outdated tools to create, execute, and manage contracts that involve many departments, staff, and contractors. Multiple versions of the agreements, addenda, change orders and other related documents tend to become scattered, existing in different places

and in different formats. The process of reviewing and enforcing contract terms, governing laws and agency policies and statute requirements to minimize legal risks becomes extremely difficult. Also challenging is the coordination of resources in setting and achieving milestones tied to compensation and in approving payments according to these achieved milestones. As a result, significant renewal discounts can be lost due to the lack of automated reminders.

The Solution

Softech's Contracts Lifecycle Management (CLM) solution helps government agencies effectively manage contracts during the entire lifecycle (i.e., contract formation with standard language, central repository of all related documents, automated document review and payment approval workflows and contractor performance tracking and reporting).

With this solution, users can design, review and approve processes and integrate with existing applications via Web services, XML, and messaging and reflection technologies. The solution leverages the IBM Enterprise Content Management (ECM) suite of products to provide robust and secure document management capabilities.

The Softech's CLM solution spans the full contract management lifecycle, providing the following functionality:



- Imports existing contracts and parses existing agreements to establish agreement types, templates, standard clauses and terms, and substitution fields;
- Creates agreements from templates with business data and allows instant preview and creation of documents;
- Provides full life-cycle automation;
- Enables automated notification of milestones such as contract expiration and renewal, as well as task deadlines;
- Allows collaborative authoring and lockdown of clauses and creation of versions of entire agreements;
- Enforces extensive security authorization on agreement data and documents;
- Offers checklists for procedure compliance and statute requirements;
- Supplies legal hold and archival of agreements;
- Delivers financial payment approval and tracking;
- Enables use of digital signatures; and,
- Supports easy integration with existing systems.



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Printed in the USA

09-09

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For more information, visit
ibm.com/software/ecm

Value Proposition

With Softech's CLM solution, contract management extends across every agency and value is delivered to users in multiple departments:

- Legal departments – enables every contract to be created with the necessary and appropriate language to minimize legal risks, and locks down clauses whenever appropriate.
- IT departments – supports easy provisioning of necessary workflow processes for review and approval. Provides assurance that all necessary documents and audits are automatically captured for compliance, and provides flexible configuration of document and data access privileges.
- Contract owners – provides the ability to easily review all comments, notes, workflow progress, document versions, audits, milestone progress, and task assignments, and supports collaborative contract review.
- Procurement departments – provides assurance that all purchasing requirements and procedures are followed with complete audit trails.
- Executive management – ensures consistent reporting across departments.
- Contractors/customers – provides access to complete contract history and relevant documents.

Company Description

Softech & Associates is a leading provider of flexible client configurable document imaging and workflow solutions and tools that allow IBM Enterprise Content Manager (ECM) customers to better leverage their investments. Softech provides consulting services expertise in system installation and optimization, release upgrades, volume image conversions, high-speed document import/export, platform, data and application migrations and customer support.

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LEARN MORE!

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