

# OnBase Contract Management

Provide complete control over and visibility into the contract lifecycle

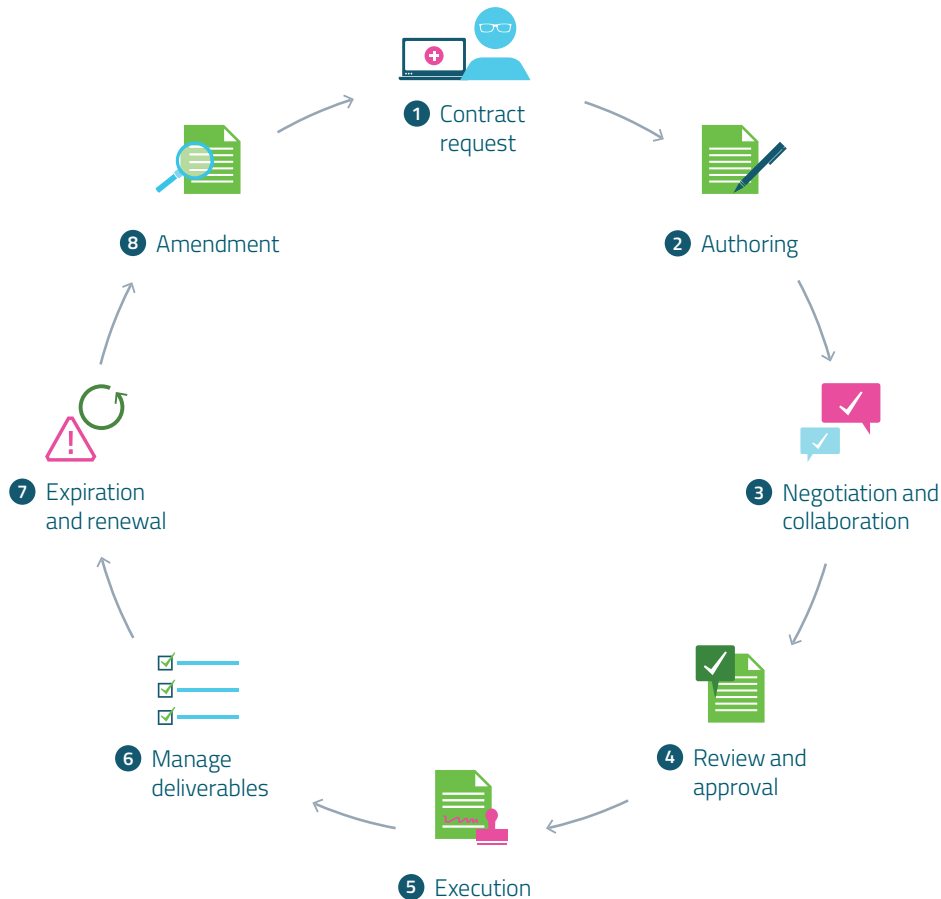
## Manage contract lifecycles

## Access contracts from one secure location

## Next-level tools and functionality

For government agencies managing contract development, review processes and deliverables, there's a lot at stake. Can you afford to trust slow paper processes while you negotiate terms, track active agreements and ensure compliance for every contract?

In addition to a central, secure location to store contract documents, OnBase Contract Management provides tools to manage their creation, review, distribution and renewal. With configurable options, OnBase manages diverse contract types and tasks, integrates with key accounting and ERP solutions and provides reporting dashboards to review and evaluate contracting processes – increasing transparency.



## OnBase Contract Management helps organizations reduce average time working on a contract request from one hour to nine minutes

### Manage the lifecycle of contracts

With OnBase Contract Management, staff no longer file and retrieve paper documents. Quick access to digital contracts and associated data and documents enables them to easily search for and find the information necessary to keep the contract lifecycle moving.

Workflow tools automate tasks like routing contracts to the right individuals for review and notifying them along the way. Authorized users access contracts for review from desktops, mobile devices and other key applications. Automation helps ensure contract term and review compliance. Tasks like inclusion of common or required contract terms can be automated, as can review and revision, ensuring that the right review process is followed and the required terms are always included.

OnBase also offers post-contracting obligation support for program deliverables and required tasks. By providing staff with insight into missing information and unfulfilled tasks, they stay ahead of deadlines and performance items. The solution improves the handling of expirations and renewals by simplifying expiration tracking. This minimizes the risk of noncompliance penalties and ensures re-negotiation of favorable contract terms within deadlines.

### Access contracts from one secure location

With OnBase, contracts and the designated processes to create, review and renew each contract type are stored in a single location. Contract authoring is simplified, with a library of contract templates available to ensure consistency. Any electronic notes, tracked conversations and revisions exist in one location – and OnBase makes them accessible directly from staff email inboxes.

During contract development and negotiation phases, all notes, emails and correspondence are easy to find, access and preserve. Having one complete view of all information, tasks, activities and communication increases employee productivity by eliminating the need to jump between multiple applications, spreadsheets or file shares.

### Next-level tools and functionality

Paper-based contracts and processes lack transparency into the status of contracts.

With a centralized solution, managers see the status of all contracts, including information regarding execution, spend and upcoming renewals. Calendar and dashboard views give insight into workload, making it easier to balance tasks, avoid bottlenecks and prioritize contract processing and creation. OnBase provides visibility into contract processes with a full audit trail detailing what information was changed, by whom and when.

With electronic signature solutions, OnBase improves contract execution while adapting to organizational standards, avoiding the need to mail or courier contracts.

Additionally, OnBase helps designated parties connect to final, executed contracts from existing ERP, CRM or other business systems – keeping personnel informed of key contract details and facilitating collaboration.

Learn more at

[OnBase.com/Gov-Contract-Management](https://OnBase.com/Gov-Contract-Management) »

