

ACCPA

Aged & Community Care Providers Association

Procurement



Contract**Manager**

Contract**Manager**

ContractManager is key to improving efficiency, it provides visibility across all contracts, and enables risk management, KPI performance control and cash flow planning to deliver productivity gains and bottom line savings.

ContractManager is highly sophisticated and scalable, yet it only takes minutes to prepare panel or single supplier contracts, or one to many supply agreements. Each contract is managed to its risk profile, simple contracts with start end-dates, file repository and budgets sit beside high risk contracts in IT&C, outsourcing, property, civil works, government or construction.

- ✔ If you need performance based contracting then our 360-degree target based KPI Planner is a scalable solution for internal stakeholders and supplier performance monitoring via a central dashboard.
- ✔ If corporate spend is a focus, you need visibility and actual cash-burn, our system handles any contract: services, goods, property leases, hardware/ plant leases and construction. All contracts have access to hedging, multi-line currencies, retentions, budget variations and CPI provisions.

KEY FEATURES

RAPID DESIGN



- ✓ Automated style sheets
- ✓ Template driven
- ✓ Single view of all key dates, extensions and budgets

CUSTOMISABLE



- ✓ Maps meta data
- ✓ Clause banks
- ✓ KPI library
- ✓ Custom access views

SITE REGISTER



- ✓ Private contracts library
- ✓ Shared documents
- ✓ 3-way chat forum
- ✓ Note logs

CONTRACT STYLES



- ✓ Works
- ✓ Panel contracts with separate and consolidate budgets
- ✓ Integrated to LiveAuction, eTender and Tradeboard

MULTIPLE STAKEHOLDERS



- ✓ Unlimited stakeholder access
- ✓ Contract owner
- ✓ Contract manager
- ✓ Suppliers

WORKSHARE



- ✓ Click and share documents
- ✓ Auto stored supplier uploads
- ✓ Trim integration
- ✓ SharePoint integration option

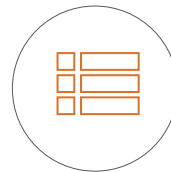
KPI Planner

KPI PLANNER LIBRARIES



- ✓ Target based design
- ✓ Integrated guide for responders & assessors
- ✓ Multi-level reminders and escalations
Schedule Day, Week, Month, Year, anniversary and end date

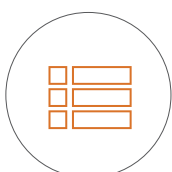
BENCHMARKING



- ✓ Contract charts
- ✓ Contract life schedule
- ✓ 360° task views
- ✓ Budget to Actual reports
- ✓ All by type, supplier, person

Advanced Budget

MULTI-LINE SCHEDULES



- ✓ Unlimited sub budgets
- ✓ Unlimited lines in BOMs
- ✓ Hedge, CPI and retentions
- ✓ 3 way currency conversion
- ✓ EOT and Actual work dates
- ✓ Cash plans
- ✓ Cost code splits

CURRENCY AND REPORTING



- ✓ Line item spend
- ✓ Roll up
- ✓ Total budget view
- ✓ Dashboard spend
- ✓ Accounts import/ key punch
- ✓ Drag drop cash burn reports



KEY BENEFITS

Buyers

ContractManager is rapidly deployed and embraces both basic & specialist skills. Its template based architecture allows you to rapidly build, consolidate and share skills in contracts via libraries of SLAs, KPIs, risk plans and performance based triggers so you can develop a continuous improvement methodology.

User access is siloed, you see what you are connected to, and tabs organise how you access data in the same manner as a paper folder. Linkages between eTender, LiveAuction and OpenCatalogue offer added benefits with online price file management, CPI management for service rates, all matched with real time benchmarking.



Single Cloud Based Platform



Shared Supplier Pool

Suppliers

ContractManager is a central connection point for your suppliers. One mouse click and suppliers have restricted access to common documents, and chat forums with your contract team. KPIs are integrated so there are no missed events and email alerts ensure all team members are aware of obligations. An integrated SRM links all this up, allowing the supplier to nominate what staff will support a specific contract and by what roles (team lead, manager, help desk, technical etc). Users can have different roles on different contracts, all accessible on phone and tablet.

APP SPECIFICATIONS



Contract Life Cycle Management

- ✓ Supply contracts (Goods & Services)
- ✓ Panel contracts (many suppliers mapped to various services)
- ✓ Escrow Documents
- ✓ Lease & Rental agreements
- ✓ Building facilities / Property leases
- ✓ Works major & minor
- ✓ Legal Documents Archive



Customisable Tags (Contract Types, Groups, Division)

- ✓ Mapping fields
- ✓ Type of Contract (Works, Facilities etc.)
- ✓ Bid Process (RFQ, Negotiated etc.)
- ✓ Purchase Group (Internal Divisions)
- ✓ Cash Flow (Income / Expense)
- ✓ Purchase Method (Tender, RFQ etc.)
- ✓ Contract Group (IT, Facilities, Etc.)
- ✓ Activity Level (Active, On Hold)
- ✓ Contract Officer
- ✓ Procurement Code
- ✓ Agency Owner
- ✓ Country & Region
- ✓ Fund Source & Type



Budget Basis

- ✓ Stored annual budget
- ✓ Stored total budget
- ✓ Support plant rental life calculations



Plug in KPIs

Manual & Wizard Based

- ✓ Unlimited KPIs / SLA's per Contract
- ✓ Attach Contract Clauses
- ✓ Attach Standards



Every Contract item can be Scheduled for review Cycles

- ✓ (Daily , Weekly, Monthly, Year)



Performance Based Controls

- ✓ Penalty Clauses
- ✓ Credit Clauses
- ✓ Bonus Clauses



Reports & Data Mining

- ✓ Data Pivot engine for ad hoc data analysis and reporting
- ✓ Integrated data filters



Advanced Budgets for Projects/Contracts/ Catalogues

Handles all levels of budgeting,

- ✓ Lump sum
- ✓ Annuity
- ✓ Rates
- ✓ Line items
- ✓ Multi-payment registers
- ✓ Cash flow planning
- ✓ Expenditure hedging



Supports Income / Expense items

- ✓ Expenditure tracking
- ✓ Rebate tracking



Budget Line items

- ✓ Single Line budgets
- ✓ Unlimited BOM
- ✓ Item Unit measure
- ✓ Currency
- ✓ Tax Rate
- ✓ Trade currency
- ✓ Report currency
- ✓ Link items to cost centres



Variation Planner

- ✓ Budget variations



Contingency

- ✓ Contingency Hedging
- ✓ Set retention rates



Accounts Data

- ✓ Import Purchase Orders (15 fields)
- ✓ Import Sales
- ✓ Import Goods Receipt
- ✓ Import Payments
- ✓ XLS Based Import Standard
- ✓ SQL Import



Linkages

- ✓ Risk register
- ✓ Strategic planner
- ✓ LiveAuction
- ✓ eTender
- ✓ Open Catalogue



Contract**Manager**

ACCPA 

Aged & Community Care Providers Association

Procurement



ACCPAProcurement.com.au