advanced

People. Partnership. Solutions.

Contract Management

Contract Management is an easy-to-use, Cloud-based
Contract Management system

People. Partnerships. Solutions.

We're Advanced. We're a leading provider of software solutions and IT services for sports clubs, commercial businesses and public and third sector organisations.

Our market specific solutions provide leading ticketing and CRM solutions for the sports, stadia, arts and live events industries.

Our people

Every member of the Advanced team cares about the little things; the things that matter and collectively make a huge difference to your success.

Through our enterprise and market focused solutions we positively impact millions of peoples' lives through continually by investing in our people, partnerships and own technologies to stay focused on our markets', customers' and their stakeholders' needs.

Our partnerships

So what does true partnership look like? True partnership is one of the defining elements that make us different from the competition.

We believe that building genuine, strong partnerships mean we are able to have an honest and open flow of communication with our customers. These partnerships enable us to really understand their needs and deliver them streamlined solutions designed specifically to meet their needs.

Our solutions

Thanks to our dedicated team of skilled professionals we are able to offer right-first-time solutions that not only cater to our customers' needs, but the needs of their end customers. We enable them to drive efficiencies, savings and growth opportunities through focused solutions that evolve with the changing needs of their business and the markets they operate in..
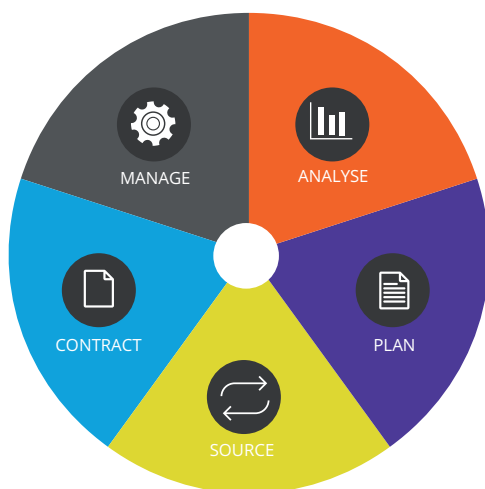
Contract Management

Contract Management is an easy-to-use, Cloud-based Contract Management system that provides a central repository of procurement contracts across your organisation. It eliminates the inefficiencies associated with maintaining distributed contracts and improves procedural compliance.

Contract Management will save you and your team time by automating routine tasks such as distributing management reports or starting contract renewals on time. And it provides the perfect platform, when you're ready, to introduce performance and risk management, and tools to track savings, benefits and procedural compliance.

Contract Management is part of a wider suite of modules supporting the whole contract lifecycle:

> Analyse spend

> Plan your pipeline

> Source goods and services

> Contract with suppliers

> Manage supplier performance

Features

Contract Management lets users group their contracts into convenient lists for regular access. All common types of contract are supported such as Managed Service Agreements (MSAs), service/work orders, variations, extensions, Contract Change Notices (CCNs), frameworks and call-offs. Custom contract types can also be configured. There's scope for hundreds of additional custom fields if you need them.

Access to confidential or sensitive contracts can be restricted by user if required, and users can also be provided with custom profiles and permissions for specific features such as approving or extending a contract.

Contract Management comes equipped with several flexible configuration tools which enable you to enforce custom validation rules, or generate email workflow under specific conditions. It can rapidly be configured to meet your precise business requirements. All customisations are performed by system administrators through a web interface, do not require software changes and are automatically compatible with all our routine application upgrades.

Activity

Contract Management automatically generates alerts for common tasks such as reviewing or renewing a contract. But users can also add their own tasks with email and pop-up reminders and create their own diary events which are summarised in a simple daily to-do list.

You can create recurring events, invite other users to meetings and view all calendars together. Completed tasks, including emails sent to suppliers, are recorded on an audit trail.

Benefits

> Drive out inefficiency caused by decentralised contracts

> Save time generating management reports

> Avoid missed deadlines for reviews and renewals

> Enforce procedural compliance

> Improve inter-departmental communication over contract issues

> Automate contract approval workflow

> Improve visibility of contractor performance

> Identify and reduce supply-side risk

Contract Management
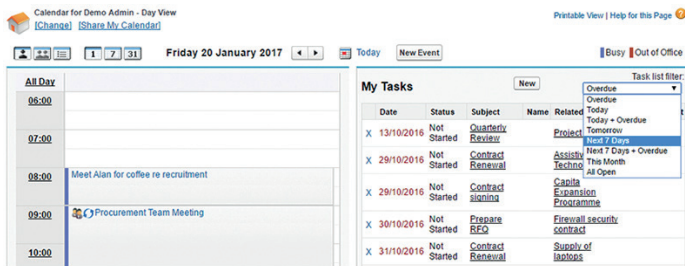
All tasks and events can be synchronised (both ways) with Microsoft Outlook and Gmail calendars so every user's action list is always up-to-date, wherever they are, and available from any device.

Documents

Documents of any type can be stored in Contract Management under version control. A document preview is available so it's possible to read PDF and Word documents without having to download them.
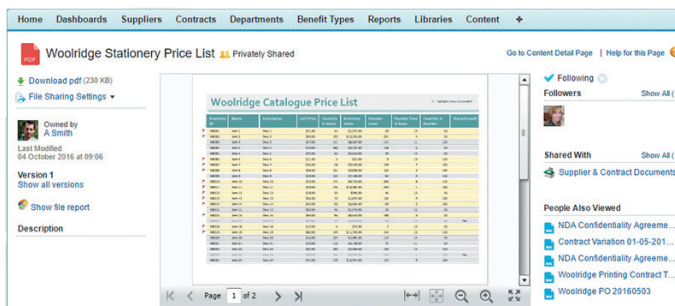

A convenient document tagging system is available which makes it easier to group files together and quicker to locate them. A powerful Google-search facility searches for words contained within the text of documents as well as in their title and tags. User access controls can be put in place for sensitive or confidential documents. And users are able to 'Follow' key documents to get alerts whenever they are updated.

Risk

Each contract in Contract Management has a Risk Register and Issue Log allowing you to record every current or potential problem or complaint. The containment, mitigation or other management approach for each Risk and Issue can be conducted through the system using activity and document management tools. Against each Risk, users are able to monitor the Impact and Likelihood. This is summarised on a corporate Risk Matrix.

An email address is available for suppliers to use to register any issues/questions. This automatically generates an audited case record linked to the supplier contact.
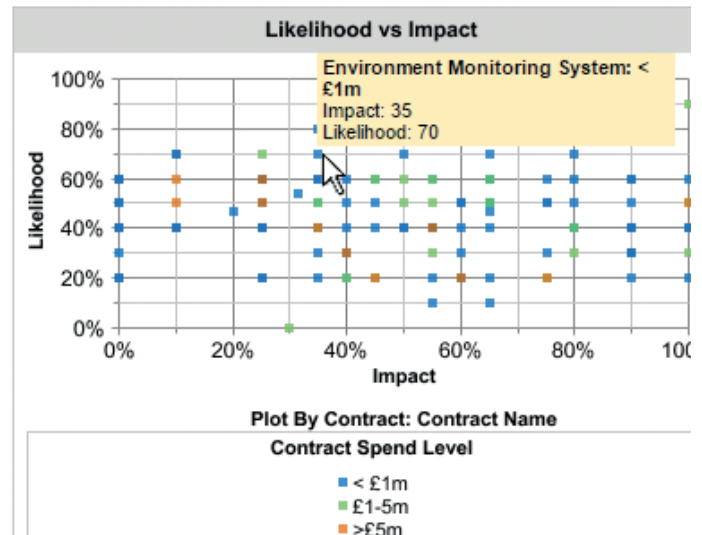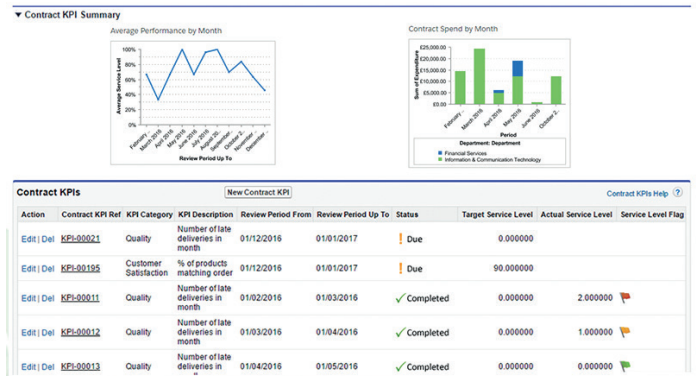

Performance

Used in conjunction with the Supplier Relationship Management module, you can set up

KPI scorecards to record periodic service levels for suppliers on key contracts.
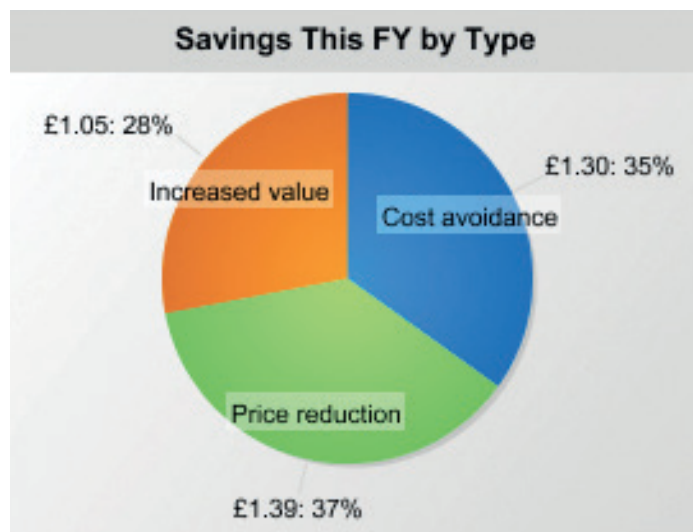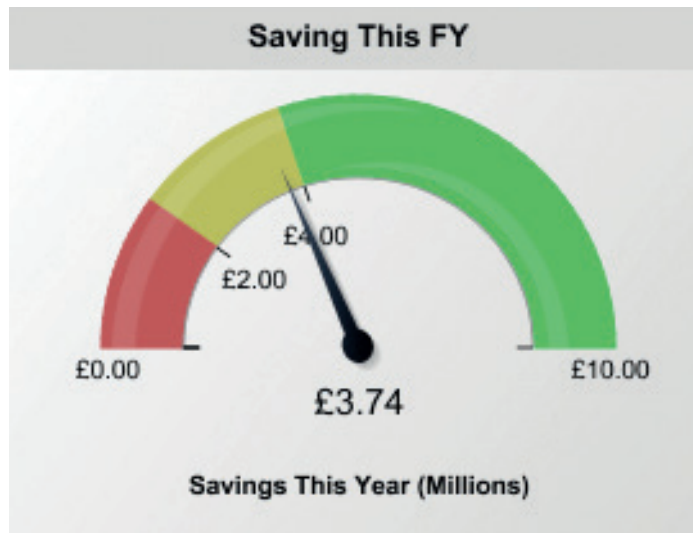

KPIs can be scored either by internal staff or allocated to the suppliers themselves to complete through the Supplier Portal. Whichever option is used, email reminders can be sent to ensure KPIs are always completed. Each KPI uses target bands and red-amber-green flags highlight how the score achieved compares against the targets. You can also assign service credit percentages to target bands, then link monthly payments (held in the Spend Analytics module) to each KPI to calculate any service credits due.
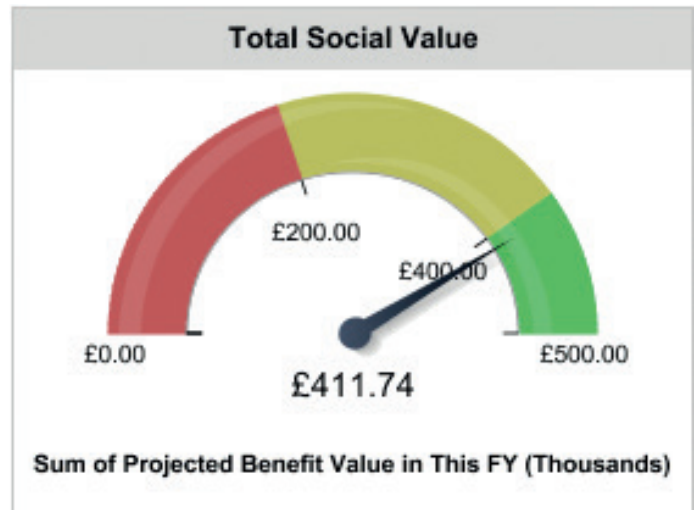
Contract Management

Savings

Multiple savings entries can be recorded against each contract. These specify the value, type and applicable date range of the saving achieved as well as any detailed notes that may be required.

Saving This FY

£4.00
£2.00
£0.00
£10.00
£3.74
Savings This Year (Millions)

Savings This FY by Type

£1.05: 28%
Increased value
£1.30: 35%
Cost avoidance
Price reduction
£1.39: 37%

Savings that spread across multiple financial years are automatically annualised to allow reporting of total annual savings achieved. These reports can also be broken down by the year in which the saving was realised.

Social and other benefits

The Contract Management module will enable you to meet your requirements for the Social Value or Corporate Social Responsibility agenda.

Total Social Value

£200.00
£400.00
£0.00
£500.00
£411.74
Sum of Projected Benefit Value in This FY (Thousands)

Custom benefit types can be created that come under general categories such as social, environmental and economic benefit. Benefits are recorded in a similar way to savings and the system can calculate the financial equivalent of benefits, including the provision of annualised dashboard reporting.

Contract usage and procedural compliance

Used alongside the Spend Analytics module, contracts in Contract Management are enriched with expenditure transactional data linked to each contract.

Sophisticated Contract Compliance Rules will link expenditure to the correct contract, even where a supplier has been awarded multiple contracts.

By comparing the actual total spend on a contract with its estimated value and the procurement procedure that was used to source the contract, the system will clearly highlight contracts where spend goes over budget or over procurement thresholds.

About Advanced

We're Advanced. Through our enterprise and market-focused solutions, we positively impact millions of peoples' lives through continually investing in our people, our partnerships and our own technologies to stay focused on your needs. Every member of the Advanced team cares about the little things; the things that matter to you, and the things that collectively make a huge difference to your success.

So what does true partnership look like? True partnership is the defining thing that makes us different from the competition. We pride ourselves on delivering focused software solutions for public sector, enterprise commercial and health & care organisations that simplify complex business challenges and deliver immediate value.

We don't sell theory, only advanced software solutions that deliver immediate value. We enable our customers to drive efficiencies, savings and growth opportunities through focused, right-first-time software solutions that evolve with the changing needs of their business and the markets they operate in.

We're focused on success. Through continuous investment in our people, our partnerships and our technologies we have an impressive track record. Advanced is a Sunday Times Top Track 250 Company 2016 and we ranked in the Deloitte UK Fast 50. Through our success, we can continue to develop our solutions to make sure they're just right for you.

More information

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