

Enterprise Contract Management RFI/RFP Checklist

A framework for evaluating contract management solutions

Contracts

Vendor A

Vendor B

Vendor C

1 Contract Types

1.1 Does the solution support all contract types within the enterprise: buy side, sell side, admin, non-commercial, employee, etc.?

1.2 Is there the ability to define configurable metadata for each contract type within the system?

1.3 Does the solution support various data types: string, number, date, currency, text, choice, Boolean, file, url, or lookup?

1.4 Are metadata level rules configurable within the system - such as mandatory fields, read only fields, connected or dependent fields?

1.5 Does the solution support different template structures for different contract types?

1.6 Does the solution provide flexibility for contract summary creation?

1.7 Does the solution enable privileges and role-based access control (RBAC) by contract type, template structure and metadata?

1.8 Does the solution support non-contract document types such as prerequisite documents or transactional documents?

2 Third-Party Contracts

2.1 Can a contract be authored using third-party paper?

2.2 Can a user import externally created and executed contracts into the solution's contract repository?

2.3 Does the solution support both Word and PDF third-party paper?

2.4 Can the solution identify language in third-party paper?

2.5 Can the solution track language / redline third-party paper?

2.6 Can the solution provide language deviation analysis for agreements created on third-party paper?

Contract Management

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3 Authoring

3.1 Does the solution possess an agreement creation wizard?

3.2 Does the solution provide a template-based, agreement creation process?

3.3 Can a user create third-party, paper based agreements?

3.4 Can the solution assemble agreements from clauses?

3.5 Does the solution support document assembly - e.g. template and metadata?

3.6 Does the solution provide agreement version management?

3.7 Can custom rules be set up to include specific clauses to an agreement?

3.8 Does the solution support composite document assembly - meaning merge multiple documents based on rules?

4 Relationships

4.1 Does the solution support Parent-Child, Peer-to-Peer and Back-to-Back agreement relationships?

4.2 Are agreement relationship rules configurable - e.g. mandatory, one to many?

4.3 Can the solution enforce terms and language between relationships?

4.4 Does the solution support dynamic relationships driven by rules?

5 Amendments

5.1 Can amendments against executed contracts be enacted?

5.2 Can amendments be executed using templates or new amendment drafts created within the system?

5.3 Can approval workflows be set up for amendments?

5.4 Can a contract be superseded with an amendment?

Contract Management Cont.

	Vendor A	Vendor B	Vendor C
6 Business Rules			
6.1 Can custom approval rules be configured by contract type, template, or metadata?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Are sequential and parallel approval steps available for users and user groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Are business rules configurable to mandate relevant associated documents to be merged in a contract or presented as child documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Ability to configure different business rules for each each stage in contract lifecycle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Can business rules be configured to include relevant clauses in contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Does the solution provide an intuitive rules configuration wizard for end user capability to define and edit rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7 Can business rules be set up to identify signatory and execution steps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8 Can multiple rules be set up for prioritization, forward chaining, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Negotiation			
7.1 Can contract documents be reviewed and edited in Microsoft Word?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Can third-party collaboration be conducted online through web portals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Can an end user lookup approved language (clauses) in Microsoft Word during contract review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Can versions generated during contract negotiations be compared side by side within the system to identify deviations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5 Does the solution automatically red line a contract during reviews?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6 Does the solution provide smart capability to automatically identify language / terms deviation and route for approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7 Does the solution capture all associated documents and store all historical data on supporting documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contract Management Cont.

	Vendor A	Vendor B	Vendor C
8 Electronic Signature			
8.1 Does the solution integrate with DocuSign, EchoSign or other e-signature platforms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Is rules-driven execution workflow with DocuSign and EchoSign available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Is there capability to store executed documents in a repository?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Clause Management			
9.1 Does the solution support collaborative clause creation and approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Can clause language rules be configured - e.g. mandatory, editable, deviation tracking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Can specific clauses be enforced on specific types of contracts and specific contract templates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4 Does the solution provide clause version management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.5 Can the solution provision alternate and fallback clauses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.6 Is a library of clauses available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.7 Is clause management at the individual contract document level available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.8 Can the solution identify clauses from third-party contracts and compare those with clauses in the solution's clause library?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.9 Does the solution provide clause lifecycle management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Integration and Data Migration

Vendor A

Vendor B

Vendor C

10 Integration

10.1 Does the solution provide APIs to integrate with pre-existing, enterprise systems such as CRM, ERP, or HCM?

10.2 Does the solution support web services based integration?

10.3 Does the solution provide create, edit, and assemble agreement capabilities via an API?

10.4 Does the solution support 2-way metadata synchronization?

10.5 Does the solution provide integration to active directory?

10.6 Does the system perform event sync for asynchronous notification of lifecycle events to external systems?

11 Legacy Migration

11.1 Are contract migration APIs available?

11.2 Does the solution possess a Microsoft Excel Add-in to load contracts in an executed state?

11.3 Can all contracts, metadata and all supporting documentation be migrated from the legacy system?

12 Microsoft Word Support

12.1 Can a template be created and published using Microsoft Word?

12.2 Are clauses accessible within Microsoft Word through the Add-in?

12.3 Can the solution compare and combine contract versions using Microsoft Word?

12.4 Does the solution identify clause language in third-party documents using the Add-in functionality?

12.5 Does the solution identify deviations in third-party documents?

12.6 Does the solution's functionality allow creating commitments against selected text?

12.7 Does the solution perform version validation while publishing in the Microsoft Word add-in?

12.8 Does the solution perform clause rules evaluation while publishing in the Microsoft Word Add-in?

Integration and Data Migration Cont.

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13 Mobility Support

13.1 Does the solution provide browser support on tablet devices?

13.2 Does the system possess a native mobile application for all major smartphone platforms?

13.3 Is search and review contract documentation available on mobile devices?

13.4 Can contracts be approved or rejected on mobile devices?

13.5 Can an end user receive notifications on mobile devices?

Ease of Use and Workflow

14 Ease of Use

14.1 Does the solution possess an easy-to-use, progressive user interface (UI)?

14.2 Is the solution designed as a tile-based, touch friendly UI?

14.3 Is the solution UI available in multiple languages?

14.4 Does the solution come with a Microsoft Word Add-in and Microsoft Excel Add-in for specialized tasks?

15 Workflow Configuration

15.1 Can the solution support configurable workflows for different contract types?

15.2 Does the solution provide capability to define contract lifecycle stages?

15.3 Does the solution provide capability to author and publish workflows?

16 Templates

16.1 Does the solution support template creation and approval?

16.2 Can templates be created from standard approved language (clauses) and custom text?

Ease of Use and Workflow Cont.

	Vendor A	Vendor B	Vendor C
16.3 Can the solution identify deviation from approved language in a template?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.4 Can different templates be published for different contract types?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.5 Can specific documents be meta-tagged to templates for document assembly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.6 Does the solution support template version management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.7 Can the system track clause to template relationships?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.8 Can the solution publish model documents as templates for quick references to the user?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.9 Ability to assemble rules-based templates, for instance: clauses based on category, agreement type, or contract value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance and Risk Management

17 Compliance Management

17.1 Does the solution help manage contractual commitments such as payments, spend, delivery milestones, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.2 Does the solution support both one-time and recurring commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.3 Are commitment types configurable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.4 Does the solution enforce terms between related agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.5 Does the solution track compliance to terms, language, route for exception approvals, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.6 Does the solution support a reviewing request process outside the approval workflow for ad hoc approval scenarios?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.7 Are rules-driven, approval workflows dynamically enforced throughout the lifecycle process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance and Risk Management Cont.

17.8 Can contract transaction data be captured to track compliance to terms, commitments, SLA's, etc.?

Vendor A

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17.9 Does the solution store a detailed contract audit trail on all actions or events?

18 Risk Management

18.1 Does the solution support risk profiling on contracts based on configurable, pre-defined risk models?

18.2 Can risk model templates be published based on contract types?

18.3 Does the solution support metadata driven risk profiling?

18.4 Does the solution support contract terms-driven risk profiling?

18.5 Can risk benchmarks be defined?

18.6 Can the solution automatically trigger exception approval for high-risk contracts?

Administration and Analytics

19 Visibility

19.1 Are notifications configurable on all contract events, actions, and commitments?

19.2 Are repeat notifications configurable?

19.3 Does the solution allow customizable notification templates?

19.4 Does the solution send notes, contract links, etc. in notification emails?

19.5 Does the solution provide color coding of contract status?

20 Agreement Repository

20.1 Does the solution possess an intuitive contract storage and retrieval functionality?

20.2 Does the solution provide narrow filtering and search capabilities?

Administration and Analytics Cont.

	Vendor A	Vendor B	Vendor C
20.3 Does the solution provide full text search functionality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.4 Does the solution provide key word search functionality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.5 Does the solution provide advanced search for clause and deviation identification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

21 Reporting

21.1 Does the solution provide a configurable dashboard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.2 Are standard reports available in the system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.3 Does the solution provide ad hoc reporting functionality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.4 Are reports on metadata, terms, language, business transactions, and commitments available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22 Administration

22.1 Can an admin govern user group management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.2 Can an admin control manage and view privileges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.3 Can an admin provision users via active directory integration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.4 Can an admin delete a user with auto replacement in rules, approvals, or ownership?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>