



A Guide to Contract Lifecycle Management



10 Questions to Ask When Implementing a Contract Lifecycle Management System

According to the Aberdeen Group, ineffective control of Contract Lifecycle Management cost businesses £100 billion per year in missed savings opportunities. Disputes over who controls the contracting process, the reluctance of legal teams to move to new technology, and the different data requirements of stakeholders have made it difficult for procurement teams to effectively manage contract compliance and vendor negotiations.

Implementing a Contract Lifecycle Management tool into an organisation for the first time can be a daunting prospect. Most organisations that are considering Contract Lifecycle Management share common traits and beliefs.

They are often convinced that their contracts are in a terrible mess, more so than any other organisation. They believe the process of loading legacy contracts and then setting up a common programme moving forwards will take too long, be too complex and involve scarce resources that they don't have. And they are all daunted by the task ahead. But choosing the right people, process and technology from day one will relieve many of the headaches and deliver great ROI in the long term.

Implementing Contract Lifecycle Management for the first time SHOULD be complex – this means you are doing it correctly and you're building a process and tool that will not only properly manage your contracts; but will manage your suppliers, your relationships with your suppliers and your overall procurement organisation's performance. clarity and visibility to all aspects of the data available.

So what questions should you ask when looking for a Contract Lifecycle Management tool?

- 1. Is it the right time?** Do you have management buy-in or even board level sponsorship? Have the appropriate staff resources been allocated to the project and enough time freed up in their schedules to do a good job?
- 2. How easily can you get your hands on your existing contract information?** Where is the data currently stored? Is it even in electronic format? Will your service provider help you map what data you'll need to where it will need to be stored?

- 3. Have you identified what data you want captured?** Is your Contract Lifecycle Management tool flexible enough to meet your organisations bespoke needs? Let us not forget – one size rarely fits all!
- 4. Will the tool allow you to build your contract documents,** from the creation and management of contract clause libraries, through to allowing you to maintain version control of clause updates and usage?
- 5. Are you able to use the tool to manage,** track and report on buyer/supplier contract iterations?
- 6. What contract milestone alerting is possible?** Let's face it; you do not want to have to manage this using Outlook!
- 7. What reporting capabilities do you need?** Are you able to create the bespoke reports you need for your organisation?
- 8. Have you agreed an ongoing programme or project plan** of Contract Lifecycle Management and can the tool help you to achieve this?
- 9. How will deal with legacy contracts** and what support will your service provider deliver around this consideration?
- 10. Finally and perhaps most importantly – Contract Lifecycle Management is just one part of the entire strategic procurement lifecycle.**
 - A.** Can you integrate your Contract Lifecycle Management tool with your Spend Analysis tool to monitor on and off contract spend?
 - B.** Where and how does your Contract Lifecycle Management tool integrate with your procurement technology?
 - C.** How will you use the results delivered by Contract Lifecycle Management to feed into your Supplier Value Management programme?

There are myriad benefits that can be delivered by Contract Lifecycle Management – invest your time and money wisely and make a decision that will support your entire strategic procurement process for the long term.

For more information on BravoSolution Contract Lifecycle Management, Spend Analysis, Sourcing and Supplier Value Management, please visit our website.

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Easton House, Church Street, Easton on the Hill, Stamford, Lincolnshire, PE9 3NZ