

# 10 Things Great Contract Managers Do





# 1

## Alert executive management of high risk clauses

- Clauses can be set as high risk and trigger executive management approval
- Mitigation strategies for high risk clauses can be embedded into the tool

*Note: SpectrumCLM does this “out-of-the-box.”*



2

## Review risk and compliance implications in solicitations

- Clause risk can be assessed during the proposal stage, as well as response to high risk terms, to trigger additional approvals



3

## Assess accuracy and operational impact of contracts, task/delivery orders and modifications

- Summary of CLIN/SLIN modification value/funding changes to validate accuracy of contracts/mods
- Dashboard views of amounts, backlog, as well as funds remaining



4

## Assist with analysis regarding mergers, acquisitions or potential spin-offs

- Reporting data to assist with Waterfall chart, potential OCIs, and operational risk



5

## Negotiate favorable, low risk terms

- Store approved legal terms in the library for immediate access during negotiations
- Search and report on previously negotiated terms for reuse

*Note: SpectrumCLM does this “out-of-the-box.”*





## 6

## Disseminate vital contract/subcontract information throughout the organization

- Contract Brief, Contract Summary Report and Subcontract Summary Report can be disseminated throughout the organization using the Notification Center
- Integration with an ERP will send data automatically for project set up
- Ad-hoc reports available for response to data calls that can be shared across the organization, with DCAA or DCMA, and/or scheduled for standard delivery on a repetitive basis

*Note: SpectrumCLM does this “out-of-the-box.”*



7

## Assist with providing past performance information to proposal development team

- Capability to search on keywords within SOW to identify past performance references
- Reporting capability to provide quick access to contract details necessary for proposal submission



8

## Reorganize and realign staffing resources to meet organizational needs

- Assess number of contract/procurement actions to manage workload
- Easily mass move contracts and resources based on departmental or organizational realignment



9

## Partner with operational executives to assist in meeting company strategic objectives

- Dashboard views depicting sales by customer, contract expiration, backlog

*Note: SpectrumCLM does this “out-of-the-box.”*



## 10

## Manage funding levels and at risk contracts to decrease risk of non-payment

- Revenue and payment data integration from the financial system to evaluate funding levels, including the ability to pre-set notifications based on % of funds expended
- Risk table captures all data regarding funding risk with the ability to set approvals based on dollar value of risk
- Summary on Prime contract displays overview of all subcontracted dollars to determine % of funds subcontracted to various business sizes and economic status

*Note: SpectrumCLM does this “out-of-the-box.”*



## Don't try to go it alone!

Make clear to your colleagues the benefits of an upgraded contract management system:

- ✓ **Finance:** Get accurate reports...quickly. Boost efficiency and scalability.
- ✓ **Business Development:** Increase revenue with instant access to past performance and available contract vehicles.
- ✓ **Legal & Compliance:** Enhance transparency and minimize risk of penalties and settlements.
- ✓ **Programs:** Get prompt notifications about funding, invoices, and payments.



Let us help you make the business case for your enterprise-wide system.

“SpectrumCLM saves us a great deal of time and takes the pain out of seasonal spikes and audits.”

Lori K. Schendel, Sr. Director, Contracts and Procurement, UIC Government Services

“I am convinced that SpectrumCLM is the best product on the market.”

John Roman, SVP Administration, Huntington Ingalls Industries

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