Modern, automated tool manages the full contract lifecycle process more efficiently

NorQuest College

NORQUEST COLLEGE

Optimizing the procurement process

Unit4 Source-to-Contract by Scanmarket (S2C) drives the digital maturity of the procurement process through an integrated platform that gives control over spend, the ability to quickly make data-driven decisions, and compliance maintenance.

Unit4 Contract Lifecycle Management by Scanmarket (CLM) software streamlines control of contracts, data, and documentation and uses eSignatures to speed up processes and provide full audit visibility of documentation.

Introduction

NorQuest College is a community college located in Edmonton, Canada, serving more than 11,000 students annually in full-time, part-time, distance learning, and regional programs across the province of Alberta. NorQuest College helps learners with diverse educational backgrounds further their studies through foundational and continuing education programs. Their post-secondary diploma and certificate programs offer career paths in health, community studies, and business. NorQuest College provides access to adult education in Edmonton and the surrounding region for 26 communities. NorQuest College also provides educational opportunities at the times, places and delivery formats that best meet student needs

Challenge and Solution

The College administers manual contract management workflow processes within a prescribed college-wide contract management framework. This framework helps to ensure that each contract or agreement made by NorQuest College complies with all applicable policies and procedures; legal and fiscal obligations; mitigates risk; satisfies insurance requirements; and provides value for money spent.

Due to the growth of the college and the increased demand for financial and operational controls, the college determined that a modern, automated tool would be required to manage the full contract lifecycle process more

Industry
Higher Education

Location
Edmonton, Canada

Size
More than 11,000 students

Product
Unit4 Source-to-Contract by Scanmarket (S2C)

Challenges

Due to the growth of the college and the increased demand for financial and operational controls, the college determined that a modern, automated tool would be required to manage the full contract lifecycle process more efficiently. Additionally, the college needed to centralize control of the process to ensure their contract policies and procedures are strictly adhered to yet deliver decentralized access to the departments utilizing the process.

Key metrics

USER-FRIENDLY

Ensures novice users can quickly assemble queries, reports, and dashboards

AUTOMATION

Automatic updating/versioning of the template library

[The] software... was able to deliver a cost effective and tailored solution.

efficiently. Additionally, the college needed to centralize control of the process to ensure their contract policies and procedures are strictly adhered to yet deliver decentralized access to the departments utilizing the process.

A central repository of documentation

The deployed solution needs to provide a centralized repository of clauses, templates, contracts, and other documentation. The departments start the process by identifying the need for a contract via an electronic request, route the contract through the requisite authoring process, as well as the formal approval process using an automated workflow. The financial control policies govern the approval workflow to ensure compliance with corporate policies.

Cost effective, tailored solution

NorQuest selected [CLM] software as it was able to deliver a cost effective and tailored solution that encompassed:

- Contract templates that can be assembled from a library of corporately approved clauses.
- Automatic updating/versioning of the template library when clauses are updated and approved by the legal department.

- Highly configurable contract meta-data that displays relevant data fields based on contract type, to ensure high user adoption.
- Recording of negotiated rates and quantities for goods and services to ensure the finance department can validate payments according to agreed contract terms.
- Options to create and author contracts using either a corporate template or a third-party document and ensure that all relevant versions are maintained for audit purposes.
- A library of workflow packages that can be fully managed by non-technical administrators.

- Alerts and notifications for all aspects of the contract lifecycle including budgetary controls, compliance management, version control over contract terms and conditions, insurance tracking, etc.
- Robust and user-friendly reporting tools to ensure novice users can quickly assemble queries, reports, and dashboards.
- Centrally defined role-based security that is tied to the specific organizational structure ensuring those who need access to information are given the necessary permissions and that confidential data is treated accordingly.
- Import of NorQuest College's legacy contracts.

UNIT4
In business for people