

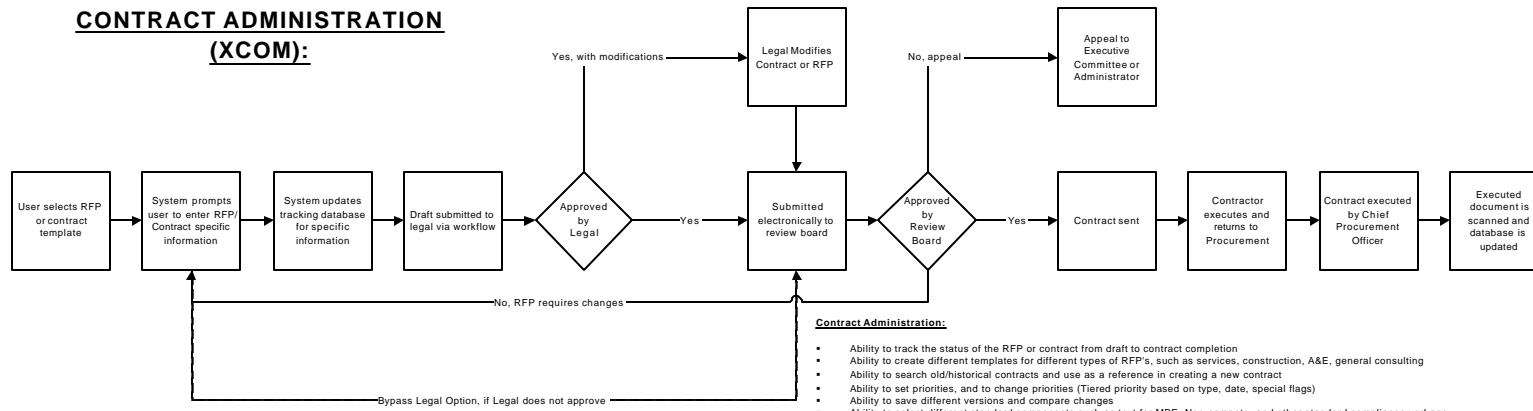
# Contracts

## Overview

Currently, the BHA Contracts process is tracked by both the Procurement and Legal Departments using a couple of different software packages. The original contracts are generated in Microsoft Word using standardized Word templates. Additionally, the BHA handles all of its vendor compliance with manual tracking and calculations. The BHA would like to automate this process from the initiation of the first document through the final pay-out. To achieve this goal, the BHA requires a system that updates the database and then uses this information to generate standard boilerplate documents that can be edited using basic word processing applications. The BHA would also like a system that maintains all of the necessary vendor compliance formulas and documentation.

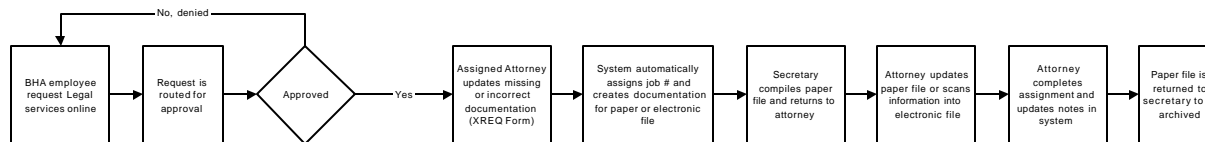
## Future Workflow Process Maps:

### CONTRACT ADMINISTRATION (XCOM):



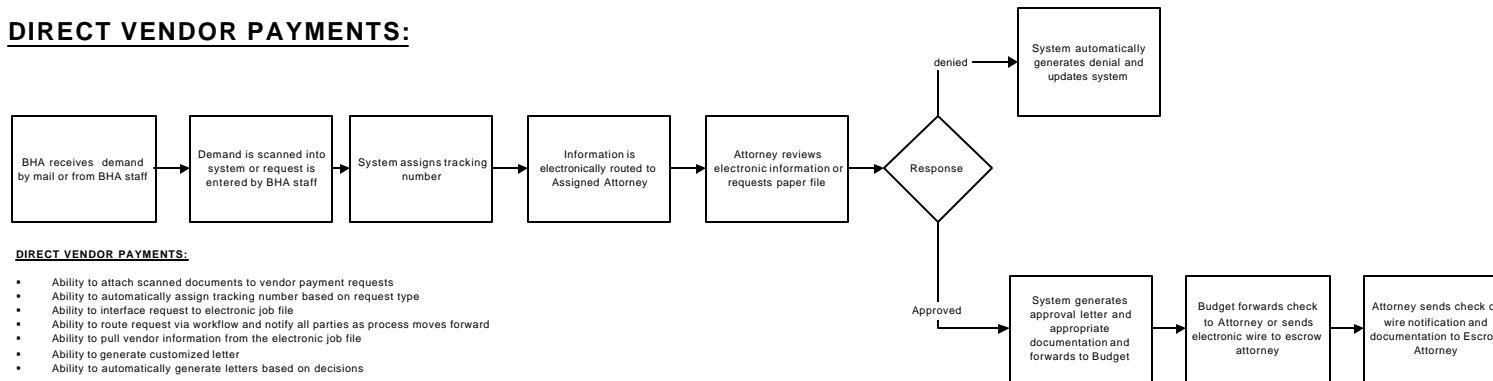
- Contract Administration:**
- Ability to track the status of the RFP or contract from draft to contract completion
  - Ability to create different templates for different types of RFP's, such as services, construction, A&E, general consulting
  - Ability to search old/historical contracts and use as a reference in creating a new contract
  - Ability to set priorities, and to change priorities (Tiered priority based on type, date, special flags)
  - Ability to save different versions and compare changes
  - Ability to select different standard components such as text for MBE, Non-compete, and other standard compliance verbage
  - Flexible workflow that can be configured based on various rules and exception overrides to accommodate bypassing approvals and/or escalating an approval
  - Ability to tie and reference contract provisions and terms in purchase orders
  - Ability to limit payment of invoices to maximum contract amount
  - Ability to reference RFP to create contract and related provisions
  - Ability to maintain notes on contract tracking system
  - Ability to assign and track a user defined identification number associated with each contract
  - Ability to scan documents and attach them to an electronic contract file
  - Ability to secure contract information by user-defined parameters

### CONTRACT ASSIGNMENTS (XREQ):



- Contract Assignments:**
- Ability to create different templates for different types of work requests
  - Ability to flag requestor when all information has not been entered correctly
  - Ability to route electronic requests for approval
  - Ability to assign attorney based on current outstanding requests
  - Ability to modify and update requests electronically
  - Ability to save different versions and compare changes
  - Ability to secure legal information by user-defined parameters
  - Ability to automatically assign job numbers
  - Ability to maintain both an electronic and paper file
  - Ability to maintain and track status of an assignment
  - Ability to close an assignment
  - Ability to electronically notify requestor when assignment status has changed
  - Ability to maintain workload for each attorney

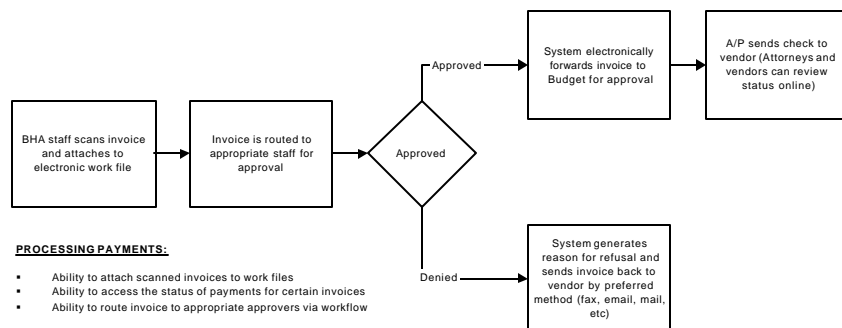
**DIRECT VENDOR PAYMENTS:**



**DIRECT VENDOR PAYMENTS:**

- Ability to attach scanned documents to vendor payment requests
- Ability to automatically assign tracking number based on request type
- Ability to interface request to electronic job file
- Ability to route request via workflow and notify all parties as process moves forward
- Ability to pull vendor information from the electronic job file
- Ability to generate customized letter
- Ability to automatically generate letters based on decisions

**PROCESSING PAYMENTS:**



**PROCESSING PAYMENTS:**

- Ability to attach scanned invoices to work files
- Ability to access the status of payments for certain invoices
- Ability to route invoice to appropriate approvers via workflow

No.	Process	Requirement Description	P*	Comments
1.	Contract Administration:	Ability to track the status of the RFP or contract from draft to contract completion	2	
2.	Contract Administration:	Ability to create different templates for different types of RFP's, such as services, construction, A&E, general consulting	2	
3.	Contract Administration:	Ability to search old/historical contracts and use as a reference in creating a new contract	2	
4.	Contract Administration:	Ability to set priorities, and to change priorities (Tiered priority based on type, date, special flags)	2	
5.	Contract Administration:	Ability to save different versions and compare changes	2	
6.	Contract Administration:	Ability to select different standard components such as text for MBE, Non-compete, and other standard compliance verbage	2	
7.	Contract Administration:	Flexible workflow that can be configured based on various rules and exception overrides to accommodate bypassing approvals and/or escalating an approval	2	
8.	Contract Administration:	Ability to tie and reference contract provisions and terms in purchase orders	2	
9.	Contract Administration:	Ability to limit payment of invoices to maximum contract amount	2	
10.	Contract Administration:	Ability to reference RFP to create contract and related provisions	2	
11.	Contract Administration:	Ability to maintain notes on contract tracking system	2	
12.	Contract Administration:	Ability to assign and track a user defined identification number associated with each contract	2	
13.	Contract Administration:	Ability to scan documents and attach them to an electronic contract file	2	
14.	Contract Administration:	Ability to secure contract information by user-defined parameters	2	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
15.	Contract Assignments:	Ability to create different templates for different types of work requests	2	
16.	Contract Assignments:	Ability to flag requestor when all information has not been entered correctly	2	
17.	Contract Assignments:	Ability to route electronic requests for approval	2	
18.	Contract Assignments:	Ability to assign attorney based on current outstanding requests	2	
19.	Contract Assignments:	Ability to modify and update requests electronically	2	
20.	Contract Assignments:	Ability to save different versions and compare changes	2	
21.	Contract Assignments:	Ability to secure legal information by user-defined parameters	2	
22.	Contract Assignments:	Ability to automatically assign job numbers	2	
23.	Contract Assignments:	Ability to maintain both an electronic and paper file	2	
24.	Contract Assignments:	Ability to maintain and track status of an assignment	2	
25.	Contract Assignments:	Ability to close an assignment	2	
26.	Contract Assignments:	Ability to electronically notify requestor when assignment status has changed	2	
27.	Contract Assignments:	Ability to maintain workload for each attorney	2	
28.	Direct Vendor Payments:	Ability to attach scanned documents to vendor payment requests	2	
29.	Direct Vendor Payments:	Ability to automatically assign tracking number based on request type	2	
30.	Direct Vendor Payments:	Ability to interface request to electronic job file	2	
31.	Direct Vendor Payments:	Ability to route request via workflow and notify all parties as process moves forward	2	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
32.	Direct Vendor Payments:	Ability to pull vendor information from the electronic job file	2	
33.	Direct Vendor Payments:	Ability to generate customized letter	2	
34.	Direct Vendor Payments:	Ability to automatically generate letters based on decisions	2	
35.	Processing Payments:	Ability to attach scanned invoices to work files	2	
36.	Processing Payments:	Ability to access the status of payments for certain invoices	2	
37.	Processing Payments:	Ability to route invoice to appropriate approvers via workflow	2	
38.	Tracking / Compliance:	Ability to track the winning contractor's name, contract amount, contract date, assigned BHA staff person, job and the type of work	2	
39.	Tracking / Compliance:	Ability to maintain an electronic file of all correspondence, executed and certified forms associated with the contract	2	
40.	Tracking / Compliance:	Ability to maintain rates for each trades as establish by wage schedules	2	
41.	Tracking / Compliance:	Ability to track attendees from the pre-construction meetings	2	
42.	Tracking / Compliance:	Comply with all state and federal procurement regulations related to vendor compliance	2	
43.	Tracking / Compliance:	Ability to track results of site visits	2	
44.	Tracking / Compliance:	Ability to place vendor payments for a specific job on hold awaiting resolution	2	
45.	Tracking / Compliance:	Ability to track # of weeks worked, what % of the total payroll was paid to minorities, and whether or not the payroll was in compliance with contract	2	
46.	Tracking / Compliance:	Ability to set user defined compliance standards and calculations	2	
47.	Tracking / Compliance:	Ability to automatically put payments on hold when vendor is not in compliance	2	

Legend:

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No.	Process	Requirement Description	P*	Comments
48.	Tracking / Compliance:	Ability to automatically approve release payments when vendor corrects issues	2	
49.	Tracking / Compliance:	Ability to identify reason for withholding contractor payments	2	
50.	Tracking / Compliance:	Ability to track how long a payment has been on hold	2	
51.	Tracking / Compliance:	Ability to review scanned invoices for only contractor payments	2	
52.	Forms and Letters:	System should automatically generate appropriate compliance forms	2	
53.	Forms and Letters:	System should allow the BHA to customize forms are required	2	
54.	Forms and Letters:	System should maintain wage schedule formats	2	
55.	Forms and Letters:	System should automatically generate customized individual letters as needed	2	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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