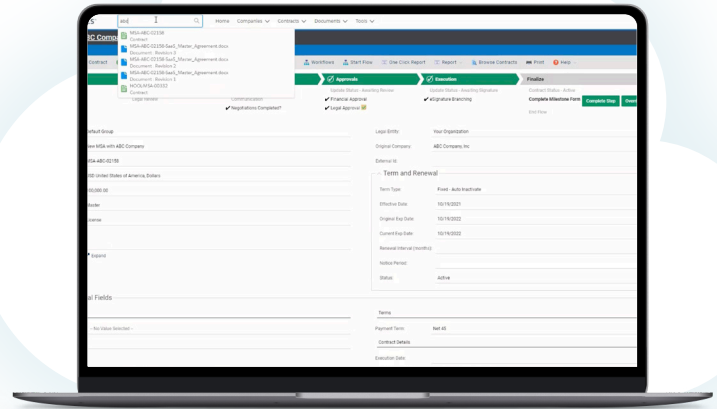


# Conga Contracts

Compact, yet robust end-to-end lifecycle management for legal and procurement departments



Conga Contracts automates and standardizes the contracting lifecycle to increase speed, lower risk, and ensure compliance. Built specifically for legal and procurement department use, it manages both buy- and sell-side contracts, and works with any customer relationship management (CRM) tool. Gain key insights into renewals, expirations, cycle times, and workloads with its centralized contract repository and reporting capabilities.

## Challenges

- Manual contract processes are complicated, time-consuming, and hard to track
- Lack of auditing makes it hard to tell who made changes within contracts or who approved any given contract
- Non-standardized processes lead to greater risk and reduced compliance
- No visibility and security
- Colleagues don't know where their contracts are in the negotiation and approval process

## Key benefits

- Create a searchable, central repository for clear visibility into contract data, status, cycle times, and workload, with robust reporting capabilities.
- Ensure users comply with company policies when building and negotiating contracts and that contract obligations are met on time.
- Standardize critical contract processing tasks like authoring, redlining, negotiations, approvals, and signature for faster cycles.
- Drive business results with visibility into contracts pre- and post-execution to improve terms and stay ahead of milestones.

## Results achieved with Conga Contracts

**36%** improved contract accuracy

**35%** reduction in amendments after signature

**32%** improvement in compliance

## Features

- **Clause library:** Speed up contract creation and negotiations with pre-approved clauses and easily accessible alternates.
- **Contract creation:** Leverage existing company metadata to create a new contract profile. Use a dynamic guided request process for the data collection needed for each contract type.
- **Reporting, analytics, and search:** Enable standard and ad hoc reports on contract statuses and timelines as well as configurable dashboards. Global search across any record and document in the system, along with complex search queries.
- **Contract import and data extraction:** Use artificial intelligence (AI), machine learning (ML), and Conga's in-house attorneys for verification to gain strategic insights, ensure accurate reporting, and mitigate risk.
- **MS Word plug-in:** An intuitive plug-in allowing your clause library to run inside of Microsoft Word. Edit contracts in Word and save the edits directly back into the system.
- **Workflow designer and approvals:** Automatically route tasks to appropriate parties and track interactions and cycle times. Approve in the system or by email with configurable sequential and parallel approvals.
- **Redlining and true-up:** Automatically track changes and record accepted changes in your system of record.
- **Supplier scorecards:** Custom quantifiable scorecards for your companies, contracts, and projects.
- **eSignature:** Sign or capture a signature from any connected device, on the go. Use Conga Sign, or leverage the integration with other providers.

## Case Study: POLK COUNTY

### Challenge

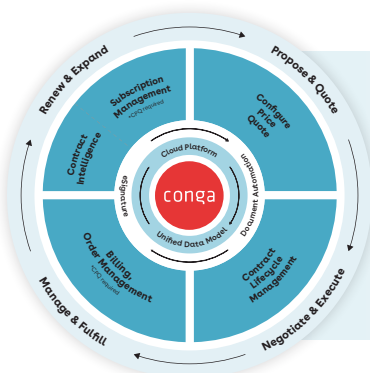
In Florida, the state sets regulations that local governments must abide by in conducting business. Polk County, Florida, determined that the best approach for achieving compliance with those standards was through a centralized contract management system which integrated departments, users, and functions. It needed to encompass both interlocal and solicited agreements, be auditable by the clerk's office, and maintained by the procurement department. Having previously worked with systems created by the founders of Conga Contracts, they jumped at the opportunity to embrace Conga Contracts' new contract lifecycle management in 2008.

### Solution

With Conga Contracts, Polk County found success in efficiently and effectively managing their contracts, and also in improving how departments now work with each other. The system allowed administration of both two-party, solicited agreements initiated by the procurement department, and exempt contracts initiated by the clerk's office. Polk County developed a centralized repository for its contracts which is managed by the procurement department. Associated documents—including insurance certificates to cover worker's compensation, general and auto liability for service-related agreements—are housed with the individual contracts. Scheduled renewal alerts ensure compliance.

### Results

Communication and cooperation within departments has increased dramatically. Procurement is able to manage all contracts and control associated risks. Contract visibility is now more global with read-only (casual) users having access. Renewals are set up for automated alerts that ensure that work doesn't stop because a contract or documentation has expired. Vendor evaluations are now a standard part of the contracting process with user deliverables set up in event alerts at the time a contract is executed.



Conga Contracts is a critical component of Conga Revenue Lifecycle Cloud, a set of unified products built on Conga Platform that enable you to crush your unique revenue lifecycle complexities and increase revenue certainty. Conga's open, flexible, and high-performance solution unifies, automates, and standardizes revenue processes across all teams to maximize customer lifetime value.



For more information

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