

Contract Management

PERSONA DESCRIPTION



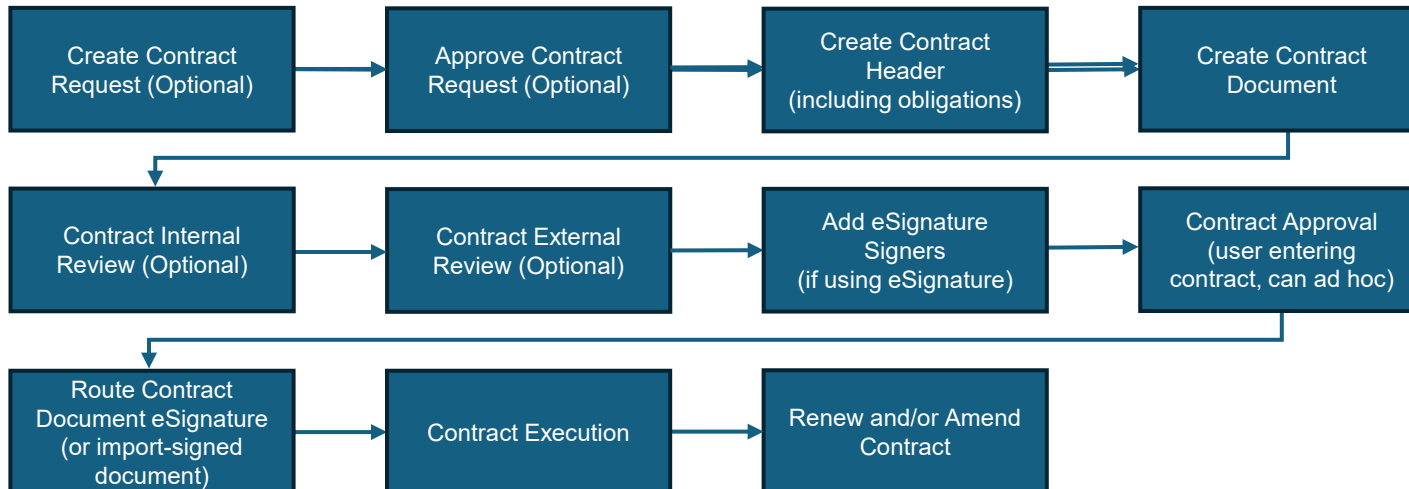
- The change impacts described here are most applicable to Contract Administrators, Issuing Officers, Agency Procurement Officers, Contract Requesters, Legal Teams, Budget Teams, Suppliers.
- This information is not exhaustive, and users are reminded to complete applicable training and review Job Aids.

KEY CHANGES

- GA@WORK Marketplace provides a comprehensive contract lifecycle management system, including electronic signature capabilities, replacing the manual data entry process currently used in TeamWorks.
- Agency document templates, State Purchasing Division templates, and a clause library will be available.
- New contract types will offer greater flexibility when creating and reporting on contracts for consistency of data elements.
- Users will be able to collaborate with internal and external stakeholders by using obligations and the Communication Center.
- Enhanced search capabilities will allow users to find contracts by Supplier, status, administrator, and National Institute of Governmental Purchasing (NIGP) codes.
- Revenue contracts will be supported in GA@WORK Marketplace.

SAMPLE WORKFLOW IN CONTRACT MANAGEMENT

- This is a basic overview of a workflow in Contract Management.
- Work with your agency and in GA@WORK Marketplace for any specifics to your agency.



What are benefits of Contract Management in GA@WORK Marketplace?

- GA@WORK Marketplace expands contract management capabilities by introducing new contract types.
- The system increases flexibility and accuracy with editable contract numbers.
- Contract searchability and organization are improved through standardized naming conventions.
- GA@WORK Marketplace will provide a statewide repository of all contracts.
- The workflow process is streamlined for greater efficiency.
- Reporting capabilities are enhanced in GA@WORK Marketplace.
- Efficiency is increased with drag-and-drop attachment functionality.

What challenges could there be to adopting Contract Management in GA@WORK Marketplace?

- Users must learn new contract creation and search processes.
- Contracts users will need to adjust from current manual process to standardized system processes.
- Contract Managers and Issuing Officers will need to coordinate the handoff of contract ownership between their positions.
- All documents must be the current version of Microsoft Word (i.e., .docx format).

What is not changing?

- Users will still have the ability to see, run reports, and view attachments on contracts.