

System Overview

Contract Analyst is extremely flexible and powerful. It contains extensive and detailed information needed for complete and easy contract management. You can start with the project definition and effortlessly work your way through the cost-benefit/risk analysis, preparing a Request for Proposal (RFP), advertise the project for bid and use Contract Analyst to keep track of all the various processes such as advertisement production tracking, mailings, and proposal requirements and scoring, and, finally, award the contract to the winning vendor and use Contract Analyst to manage the contract to project completion.

Other capabilities include account and fund management, correspondence tracking, import and export data capabilities, demographic data management, extensive reporting, and a detailed help system and navigation wizard. Contract Analyst can manage all types of contracts, to include IT development contracts, research and development contracts, construction contracts, and a variety of service and commodity purchasing contracts.

Contract Analyst can be used by both the organization that issued the contract as well as the vendor who was awarded the contract. Organizations that bid on and are awarded contracts can use Contract Analyst to track their bids and ensure they meet all contract obligations. Organizations in both the public and private sectors can use Contract Analyst.

System Features

- Built-in Ad Hoc Report Writer (Plus versions only).
- Extensive user-defined Group Level Security.
- Automatic E-Mail Notifications.
- Attach documents to your contract records.
- Have separate teams work on separate issues within the phases, such as evaluating vendors and scoring proposals.
- Perform quick searches via the 'Go to...' form or use the search engine.
- Export any report in the application to Excel, HTML, PDF, RTF, Text, or TIFF.
- A tickler window is provided to remind you of up coming events. Avoid missing any important milestones by using the tickler date and time stamps.
- Import/Export your Contract Analyst data to text files.
- Proposals can be electronically posted to allow outside vendors an opportunity to Electronically Bid (EBID) on your proposals and return the bid via an encrypted file.

Versions

- Single User Desktop Version
- Single User Desktop Plus+ Version
- Unlimited User Networked Enterprise Version
- Unlimited User Networked Enterprise Plus+ Version

NOTE: + Plus Versions come with a built-in Ad Hoc Report Writer.



Contracts Management System
(Professional and Comprehensive)



Designed for Both
Government and Private Sector
Contracting Models

TrakSoft

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About TrakSoft

TrakSoft is a Professional Systems Development and Consulting Firm with international reach. The firm is a spin-off from our nation-wide Information Technology Consulting Company, established in 1990.



TrakSoft's growing list of clients, both domestic and international, includes private companies, government agencies, and non-profit organizations. Our client's industries include government, health and medical, legal, transportation, public utilities, entertainment, retail, and airline.



Licensing Models

Today, organizations are paying too much for software based on expensive per-user licensing schemes. We do not follow these types of models. We have two simple licensing models: The Single-User Desktop Model is for users who need a single copy for their desktop. The Enterprise Model is an un-limited user, one-price, licensing model for the entire enterprise whether the application is on a LAN, WAN, or the web.

Management and Tracking Details

Proposals:

- Mailings and Receipts of Proposals
- Advertisement Tracking
- Proposal Clauses and Certifications
- Proposal Requirements and Scoring
- Proposal Status, Bids and Awards
- Coordination and Approvals
- Standard Line Items

Vendors and Clients:

- Vendor Products and Services
- Vendor Performance History
- Vendor Qualifications
- Client Contact Information

Contracts:

- Important Dates & Deliverable Tracking
- Coordination and Approvals
- Compliance Requirements Tracking
- Reporting Plan and Contract Reports
- Contract Status, Flags, and Actions
- Sub-Contractors and Other Contacts
- Budget and Payment Tracking
- Contract Funds Recuperation
- Waivers, Exemptions, and Exceptions
- Equipment and Materials Purchase
- Encumbrances and Amendments
- Contract Clients and Client Billing
- Contract Reviews and Performance
- Protest and Issue Tracking

E-Bids:

- Vendor Electronic Bid Submissions
- Electronic Bids are encrypted.

Miscellaneous:

- Security and Critical Dependencies
- Cost Benefit and Risk Analysis
- Account and Fund Management
- Demographic Data
- Data Import and Export Capabilities

System Support

- Installation Support.
- 1 Full Year of System Support. (Includes upgrades and maintenance releases.)
- Flexible and reasonable Support Plans after the first year.
- Support is provided by the developers and not untrained helpdesk personnel following checklists.

System Customization

Although Contract Analyst is designed to be flexible as possible, we understand that each organization is different and has different business rules, processes, and policies. We offer very reasonable customization rates.

System Compatibilities

- Windows 98, ME, 2000, NT, XP, Vista.
- Database Platforms include MS SQL Server and Sybase ASE or ASA.

Customer Service Policy

We strive to establish long-term relationships with our clients by providing quality services and products. The bottom line in our Customer Service Policy is 100% Customer Satisfaction. All products and services are guaranteed.

Free Trial Version / Pricing

A 30-day, fully functional trail version, users manual, and pricing schedule is available for download from our web site.

Please visit

www.ContractAnalyst.com