

RM1557.15 (G-Cloud) - Service Definition Document



Stephen Matthews & Associates Limited

Service Name:	Contract Management Administration
Service Description:	Comprehensive resources and toolkits designed to support every stage of cloud-based contract administration. This includes guidance and practical tools for planning, procurement, setup, configuration, implementation, and ongoing maintenance. Buyers gain structured frameworks, best-practice methodologies, and actionable templates to streamline operations, reduce risk, and ensure compliance with technical and security standards. Our toolkits empower organisations to accelerate adoption, optimise performance, and maintain long-term operational resilience.
On-boarding support:	Available
Off-boarding support:	Available
Configuration:	Available
Service Availability:	9 to 5 workdays
Business Continuity:	On Request
System and Tools:	O/M365 based
Implementation plan:	On Request
Training:	Available
Free Trial:	2-hour virtual workshop