Proquro Contract Management System

Service Definition Document

G-Cloud 15 (RM1557.15)

Lot 2b – Cloud Software (SaaS)

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Overview

Proquro Contract Management is a UK-hosted cloud service for maintaining and managing commercial agreements from pipeline or award through delivery, renewal, expiry and archive. It provides a central contract register, financial oversight, document control, tasks, alerts, applicable contract-stage notice publishing and reporting. The service can be used alongside the buyer's existing e-tendering system.

Included Functionality

- Contract register and pipeline
- Financial and spend management
- Variations, extensions and indexation
- Renewal and expiry alerts
- Tasks, workflows and reminders
- Contract document management
- Contract-stage notices
- Public contracts register
- Supplier and stakeholder records
- Audit trail and role-based access
- Standard reports with Excel and CSV download
- Read-only archive

This listing does not include running RFQs or tenders, online supplier submissions, evaluation, moderation, or Framework and Dynamic Market administration. These are available through separate Proquro services.

Optional Capabilities and Integrations

- Supplier performance monitoring
- Analytics and reporting
- Conflict of interest management
- Advanced visibility controls
- Supplier relationship and compliance management
- DocuSign eSignature integration
- Microsoft Entra ID single sign-on
- SharePoint document management

Delivery and Service Operation

The annual subscription includes UK cloud hosting, routine software updates, maintenance and standard technical support. Proquro will establish the customer environment and initial administrator account, after which the customer can manage its own users and contract records. Data migration, customer-specific configuration, integrations, training and other professional services are not included in the annual subscription. Available options and charges are set out in the Contract Management Pricing Document and will be identified in the Order Form. Standard support covers application faults and technical troubleshooting; customer data correction, process advice and configuration changes are separately chargeable. Customer data can be exported at the end of the service. Additional exit assistance is available at the rates set out in the Contract Management Pricing Document.

Contact Information

To schedule a demo, please contact info@mastersoftware.co.uk