Proquro Multi-Authority E-Procurement System

Service Definition Document

G-Cloud 15 (RM1557.15)

Lot 2b – Cloud Software (SaaS)

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Overview

Proquro Multi-Authority E-Procurement System is a UK-hosted cloud service for organisations managing procurement and contracts on behalf of multiple client authorities. It provides full Source-to-Contract, Framework and Dynamic Market Management within one centrally managed environment, while maintaining separate client identities, records and CDP credentials. Procurement notices can be published under the relevant client authority's identity, with consolidated oversight across the complete client portfolio.

Included Functionality

- Procurement pipeline and connected commercial records
- Preliminary Market Engagement
- Limited Competitions, RFQs, mini-competitions and call-offs
- Direct Awards
- Open Procedures
- Competitive Flexible Procedures
- Multi-stage and multi-lot procurement projects
- Secure document-based supplier submissions
- Supplier clarifications and auditable communications
- Evaluator scoring, moderation and assessment summaries
- Central Digital Platform and Contracts Finder notice publishing
- Contract register and lifecycle management
- Financial and spend management
- Variations, extensions and indexation
- Renewal and expiry alerts
- Contract tasks, workflows and reminders
- Contract document management
- Public contracts register
- Supplier and stakeholder records
- Standard reports with Excel and CSV exports
- Role-based access and complete audit trail
- Read-only archive
- Framework Agreement and Open Framework establishment
- Dynamic Market and legacy DPS administration
- Framework and Dynamic Market supplier management
- Lots, supplier admissions and arrangement records
- Direct and competitive call-offs
- Open Framework reopening
- Arrangement, call-off and contract audit history
- Multiple client authorities within one managed environment
- Client-level record separation and central access controls
- Procurement and contract management on behalf of clients
- Client-specific CDP notice publishing
- Central oversight and reporting across client authorities
- Centralised supplier oversight

The core service enables the central customer team to manage procurement and contracts for multiple client organisations, with separate client identities and publishing credentials. Direct client access and self-service visibility are available as an optional capability. Structured online supplier response submissions are also available as an optional capability.

Optional Capabilities and Integrations

Optional capabilities and integrations are not included in the core annual subscription unless selected in the Order Form. Available options and charges are set out in the Multi-Authority E-Procurement System Pricing Document.

- Structured Online Supplier Response Submission
- Supplier Performance Management
- Supplier Relationship and Compliance Management
- Analytics & Reporting
- Conflict of Interest Management
- Framework MI Reporting
- DocuSign eSignature
- SharePoint Document Management
- Single Sign-on with Microsoft Entra ID
- Additional Commercial Records Pack
- Client Self-Service Visibility

Additional commercial records capacity is available for customers wishing to bring existing client contract registers into Proquro.

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 users, procurement projects and commercial records.

Data migration, customer-specific configuration, optional capabilities, integrations, training and other professional services are not included in the core annual subscription. Available options and charges are set out in the Multi-Authority E-Procurement System Pricing Document and will be identified in the Order Form.

Standard support covers application faults and technical troubleshooting. Customer data correction, process advice, additional training, custom reporting and configuration changes are separately chargeable.

Customer data and documents can be exported at the end of the service. Additional exit assistance is available at the rates set out in the Multi-Authority E-Procurement System Pricing Document.

Contact Information

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