

eCASE[®] Contracts

Contracts Filing, Simplified

If you're a contracts professional, you know you are increasingly asked to do more with less while continuing to comply with complicated procurement policies and regulations. Disparate contracts systems and manual processes slow the contracts filing and retrieval process, or worse, expose your organization to risk of costly legal action during audits or discovery.

In decentralized contracts processes, employees frequently store contract files in many different locations (often on local hard drives) which makes it difficult, if not impossible, to find the right document when you need it, with no guarantee it's the correct version. Worse, your team may not know they're missing an important contract document until it's uncovered during an audit or FOIA request. Disparate systems also make it difficult to understand what led to your team's contract decisions. Even if your department is sure it complied with regulations, it won't matter if they don't have the data to prove it.

Find What you Need, When you Need it

eCase Contracts simplifies contract document filing and retrieval while ensuring compliance with your organization's unique contracts filing processes. eCase Contracts' files all contract documents in one location and makes them instantly available to users across your organization. It integrates with your existing systems to automatically file documents or initiate document approval workflows, enforcing a standard contract filing structure and process for all employees. When a contract is closed, eCase Contracts automatically files relevant documents to your records management system.



Granular access controls by user (e.g. CO, COR, CFO, PM, etc.), by user group, and by phase of your process ensure contract documents are only viewed by users with correct permissions. Configurable electronic workflows with electronic signature ensure documents comply with approval policies and provide evidence of correct handling of contracts in case of an audit. And, you'll know if something is missing; eCase Contracts notifies you immediately if a document has not been filed or has not completed required approvals.

Key Benefits

- **Speed Contract Filing Process**
Automatically file documents in the right place, every time. Quickly find the documents you need and share them across the organization.
- **Increase Transparency**
Understand key performance indicators (KPIs) at a glance with configurable dashboards. See what documents are in process, which have been filed, and which are outstanding.
- **Ensure Compliance**
Ensure compliance with your organization or agency's contracts management process. Configure workflows, approvals, and reminders. The Audit log records every action in the system.
- **Get Organized**
Configure eCase Contracts file structures according to your unique contracts management needs. Easily modify structures as your requirements change.
- **Reduce Risk**
Quickly comply with audits or FOIA requests via hierarchal file system that adheres to your organization's unique policies/regulations. Know immediately if a document is missing before it's too late.

eCase Contracts Features



Electronic Contract Storage

Electronically store contract documents in the eCase FedRAMP Cloud. Access documents any time, any where.



Document Management

File documents according to your unique file plan. Manage versions with check-in, check-out features.



Records Management

Automatically archive files according to configured records retention policies.



Workflow Management

Route contract files and documents for review, comment, and/or approval.



Document Security

Set granular role and group permissions to documents and workflows. Ensure staff only see documents they need to see.



Automatic Filing

Integrate with your current contract systems to automatically file documents as they are created.

Success Story: Department of Homeland Security (DHS)

- Complies with the DHS Technical Reference Model and Federal Acquisition Regulation
- Supports entire DHS procurement community of users, approximately 1,400 Contracting Officers and Specialists and 600 support personnel
- Scalable, allowing DHS the flexibility to meet current and future requirements

Take Control of Your Contract Files

The intuitive filing structure of eCase Contracts is designed specifically for organizing contract documents and managing tasks through workflows to improve accountability, reduce risk, and decrease overall turnaround time.

About AINS

AINS, Inc. has provided innovative adaptive case management products and services since 1988. Our case management platform, eCase, is used by over 380 federal agencies and offices, state and local governments, educational systems, health institutions, and commercial customers. Unlike other BPM solutions that were retrofitted for case management, eCase was built for case management from the ground up, enabling faster prototyping and production of solutions across diverse business processes. By leveraging the power of our eCase platform, AINS excels at analyzing client business requirements and quickly configuring (not coding) lightweight, scalable solutions that adapt to the needs of our customers. We are committed to more than just selling products—we are dedicated to helping our customers enhance productivity, cut costs, and, most importantly, achieve better outcomes.



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