

[Completed for City of Naperville, IL, Request for Information, EDMS Contract Management System](#)

This project was completed by Lovina Saxena (Founder & President, Optimum Software Solutions), employed with another company at that time.

Project Synopsis: Best Practices for City's Contract Management System

City of Naperville issues, tracks and updates a large number of contracts through its constituent departments, with several vendors, across single and multi year timeframes, with key date, time and monetary requirements. The contracts deal with procurement of Material and Services and Intergovernmental agreements. The scope and amount of work involved, requires that the contract management function be automated.

Based on the information presented in Section Contract Management Background in the RFI, Lovina prepared and submitted a design proposal for the City's Contract Management System that would meet the following three criteria in real time.

1. Reduction / minimization of financial loss, arising due to missed contractual deadlines.
2. Efficient use of City's existing IT infrastructure including its in-house Enterprise Content Management System and its current document management practices.
3. Significant simplification of the contract management function, including:
 - Centralized and controlled access to all managed contracts
 - Custom report generation
 - Automatically generated alerts for pre-set criteria (such as Date, Time, Dollar Threshold)

Request For Information Summary

This confidential document prepared by Lovina Saxena led to her former company, being chosen as one of three selected vendors who were invited to do in-person presentations to a cross functional client team. Lovina did the presentation providing detailed information on items such as:

- Requirements gathering and specifications generation for the client
- Software design & development, including recommended COTS purchases as well as integrating client's legacy hardware & software.
- Client acceptance test suite and most frequently asked-for client training use cases
- On site client training & support during cutover
- Off site, medium to long term post deployment support, per negotiated Service Level Agreements.

Financial constraints led the City to delay taking the project to the next phase.