



This Request for Quote for Contract Management Software is due by email to kbmoss@mailbox.sc.edu on March 5, 2021 at 11:00 AM.

The Contract Management Software subscription that shall do the following:

1. upload contracts (so hard copies of contracts won't have to be maintained)
2. track the contract throughout the approval process
3. completion tracking (so I know when each/all approvals/signatures have been obtained)
4. unlimited secure storage of contracts (approximately 3500-4000 contract annually)
5. electronic approvals/e-signatures capability
6. ability to generate custom reports
7. searchable database (so I can find contracts easily)
8. ability to limit/grant access rights to contract database users
9. unlimited custom alerts and notifications (e.g., reminders of termination dates/renewal dates)
10. user friendly interface

Offerors shall submit the annual subscription pricing for 10 each users that will have electronic signature licenses and will be able to send contracts for signature internally and externally.

Offerors shall submit the price if there is an extra charge for any users that will just need to access the system to upload, view, download documents, run searches etc. and will not require an "electronic signature license".