



Norquest College

Introduction

NorQuest College is a community college located in Edmonton, Canada and serves over 11,000 students annually in full-time, part-time, distance learning, and regional programs across the province of Alberta. NorQuest College helps learners with diverse educational backgrounds further their studies through foundational and continuing education programs. Their post- secondary diploma and certificate programs offer career paths in health, community studies, and business. NorQuest College provides access to adult education in Edmonton and the surrounding region for 26 communities. NorQuest College also provides educational opportunities at the times, places and delivery formats that best meet student needs.

Challenge & Solution

The College administers manual contract management workflow processes within a prescribed college-wide contract management framework. This framework helps to ensure that each contract or agreement made by NorQuest College complies with all applicable policies and procedures; legal and fiscal obligations; mitigates risk; satisfies insurance requirements; and provides value for money spent. Due to the growth of the college and the increased demand for financial and operational controls the college determined that a modern, automated tool would be required to manage the full contract lifecycle process more efficiently. Additionally, the college needed to centralize control of the process to ensure their contract policies and procedures are strictly adhered to yet deliver decentralized access to the departments utilizing the process.



Benefit

The deployed solution needs to provide a centralized repository of clauses, templates, contracts, and other documentation. The departments start the process by identifying the need for a contract via an electronic request, route the contract through the requisite authoring process, as well as the formal approval process using an automated workflow. The financial control policies govern the approval workflow to ensure compliance with corporate policies.

Summary of solution benefits

NorQuest selected Symfact's Contract Lifecycle Management software as it was able to deliver a cost-effective and tailored solution that encompassed:

- Contract templates that can be assembled from a library of corporately approved clauses.
- Automatic updating/versioning of the template library when clauses are updated and approved by the legal department.
- Highly configurable contract meta-data that displays relevant data fields based on contract type, to ensure high user adoption.
- Recording of negotiated rates and quantities for goods and services to ensure the finance department can validate payments according to agreed contract terms.
- Options to create and author contracts using either a corporate template or a third-party document and ensure that all relevant versions are maintained for audit purposes.
- A library of workflow packages that can be fully managed by non-technical administrators.
- Alerts and notifications for all aspects of the contract lifecycle including budgetary controls, compliance management, version control over contract terms and conditions, insurance tracking, etc.
- Robust and user-friendly reporting tools to ensure novice users can quickly assemble queries, reports, and dashboards.
- Centrally defined role-based security that is tied to the specific organizational structure ensuring those who need access to information are given the necessary permissions and that confidential data is treated accordingly.
- Integration to PeopleSoft' Human Capital Management module and the Financial Services module.
- Import of NorQuest College's legacy contracts.