

# Contract Management

## Full Lifecycle Contract Tracking for Public Agencies

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From solicitation through award to closeout -- manage every contract, vendor, amendment, and milestone in one compliant platform built for government procurement.

Government contracts involve layers of compliance, documentation, and oversight that generic tools cannot handle. Brixton Contract Management covers the full lifecycle from bid publication through vendor performance tracking, modification management, and audit-ready closeout.

## Core Capabilities

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- Solicitation management: RFP, RFQ, IFB, and sole-source workflows
- Vendor registration portal with license and certification tracking
- Bid tabulation and scoring with configurable evaluation criteria
- Contract award, execution, and document storage
- Amendment and modification tracking with version control
- Milestone and deliverable tracking with automated reminders
- Performance evaluation with configurable scoring rubrics
- Insurance and bonding certificate tracking with expiration alerts
- Contract closeout checklist with final approval workflow

## Compliance and Audit

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- Full audit trail: every action logged with user and timestamp
- Public notice publication log for bid advertisements
- Protest and dispute tracking with response deadlines
- Procurement threshold enforcement with automatic routing
- Document retention by contract type
- Export of any record to PDF or Excel for audit response

## Solicitation and Bidding

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Create solicitations using configurable templates. Publish to your public-facing bid portal automatically. Track addenda distribution and question-and-answer periods. Receive electronic bids through the secure vendor portal. Generate bid tabulations automatically after the closing deadline. Score proposals using weighted criteria with configurable evaluator assignments.

## Vendor Portal

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Vendors self-register and maintain their own profiles -- business type, certifications, NAICS codes, bonding capacity, and insurance certificates. The system alerts vendors before their certificates expire. Vendors submit questions, acknowledge addenda, and submit bids entirely through the portal.

## Contract Monitoring

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Awarded contracts are created from the solicitation record -- all vendor, scope, and value data carry over. Milestones and deliverables are tracked with due dates and owners. The system sends automated reminders before milestones are due and flags overdue items. Modifications route through a configurable approval chain.

## What We Configure For You

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- Procurement thresholds and approval routing matching your policy
- Solicitation templates for your standard contract types
- Evaluation scoring rubrics for your commodity and service categories
- Branded vendor portal at your domain with your agency identity
- Role-based access configured to your procurement team structure
- User training sessions for staff and vendors during onboarding

## Platform Specifications

## White-Label Deployment

The public bid portal, vendor registration portal, and staff platform all carry your agency branding. Vendors interact only with your identity. All automated emails come from your domain. The platform can serve multiple departments under a shared procurement umbrella.

<b>Deployment</b>	Cloud-hosted and managed by Brixton Systems.
<b>Access</b>	Browser-based for staff. Separate public vendor portal.
<b>Mobile</b>	iOS and Android companion app available.
<b>Data Security</b>	AES-256 encryption. Role-based access control.
<b>API</b>	REST API available for reporting and data export.
<b>Public Portal</b>	Public-facing bid board with search, filtering, and document download.
<b>Backups</b>	Daily encrypted backups with point-in-time recovery.
<b>Uptime</b>	99.9% uptime guarantee on Brixton-managed hosting.
<b>Support</b>	Email and phone support. Dedicated onboarding assistance.

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# Ready to deploy Contract Management?

Brixton Systems configures, hosts, and supports government software for agencies, municipalities, school districts, and counties.

## 01

### Discovery Call

We learn your requirements, workflows, and agency structure.

## 02

### Configuration

We set up the platform to your branding, roles, and data needs.

## 03

### Go-Live

We train your team and support your launch from day one.

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All Brixton Systems products are available for white-label deployment under your agency or company brand.