

## ManTech International Improves Government Contract Administration with Selectica Contract Management Software

### Customer Profile:

ManTech International Corporation is one of the leading providers of innovative technologies and solutions for the federal government, supporting mission-critical security programs for the Intelligence Community; the departments of Defense, State, Homeland Security, and Justice; the Space Community; and other U.S. federal agencies. Founded in 1968 with headquarters in Fairfax, Virginia, ManTech International employs more than 7,600 professionals and provides a wide array of services, including systems engineering, systems integration, technology and software development, enterprise security architecture, information assurance, intelligence operations support, network and critical infrastructure protection, information technology, communications integration, and engineering support. The company operates in the United States and 40 countries. In 2008, ManTech was named one of the top 100 information technology companies in the world by Business Week magazine. Like all federal contractors, ManTech International has to structure its contracts to conform to federal regulations, closely tracking contractual agreements with subcontractors as well as its own subsidiaries. With the help of Selectica's Contract Performance Management (CPM) software platform, ManTech International is consolidating its contract management and using new approaches to handling complex government contracts.

### Unique Challenges Facing Government Contractors

Federal contractors face common challenges when managing complex contracts with government agencies, and ManTech International is no exception. There are the common business issues, such as redlining contract agreements, managing proposals and RFPs, and tracking contract terms with customers and vendors. But federal contracts offer an added layer of complexity, since a government contractor must flow down unique provisions and contract terms to subcontractors, adhere to GSA and pricing regulations, monitor all contracts with internal groups for potential conflicts of interest, and maintain absolute transparency into the contract terms and clauses throughout the company.

One of the many reasons ManTech International decided to automate its contract management was to maximize the ability to flow down prime contract terms to all subcontractors. Subcontractors provide their own unique set of contractual challenges with federal contracts. All government contractors may outsource pieces of their projects to other companies. Government regulations, otherwise known as Federal Acquisition Regulations (FARs), require a contractor to flow down unique and standard terms to subcontractors based on complex rules that include the dollar threshold, subcontract type, i.e. Federal Financial Participation (FFP), Cost Plus (CP), the subcontractor's business size or a combination of all these attributes. This means that the terms of each contract need to flow down to all subcontractors in an accurate, enforceable, and auditable, manner.

An ongoing issue for all government contractors is reconciling contract value against available contract funds. Unlike projects in the private sector where a contract award has a specific dollar value, funding for government contracts are tracked on an ongoing basis, applying the amount funded by the government customer at any given time against the overall amount allocated for an entire project. The contract typically requires the contractor, and its subcontractors, to notify the government agency when billings against available project funding reach a specified threshold so the project can be assessed and more money can be allocated. ManTech, as most contractors, tracks all value and funds within its ERP system. With Selectica's CPM module, ManTech will now have the ability to integrate and pre-validate the value and funds reconciliation process during a contract administrator's daily processes. This ability provides pre-validated funds information into the ERP system.



## Summary

**Industry:** Government and Defense Contracts

**Solution:** Selectica Contract Performance Management

**Business Need:** Automate labor-intensive manual contract management processes, simplify assessment for internal conflicts of interest, manage subcontractor and team agreements, and address fair pricing concerns.

**Benefits:** Centralized contract management creates standardized contract terms that start with the RFP and follow through to contract award and closeout, including implementing pricing standards to avoid defective pricing. Creating a central contract repository also makes it easy to vet proposals for potential conflicts of interest and to flow down terms to subcontractors while creating transparency into contracts. Automating contract management also generates savings from renegotiating existing contracts, and manually processing and tracking subcontractor agreements.

## ManTech International Improves Government Contract Administration with Selectica Contract Management Software

Government contracts predominately require that each organization submit an OCI disclosure statement verifying that the prime contractor, its affiliates, and subcontractors do not offer goods or services that would create a conflict with the project. ManTech has grown to a \$1.8 billion company, which included a number of mergers and acquisitions, so identifying potential conflicts with its subsidiaries is a challenging task. For every new proposal and every new contract, ManTech needed an effective means to vet each project with key stakeholders throughout the company to assess areas of potential conflict of interest.

### Managing Federal Contracts with Selectica CPM

By adopting Selectica's CPM as a Contract Lifecycle Management (CLM) system, ManTech International is able to keep close track of all contractual relationships, starting with the RFP process through contract award and closeout, including all relative subcontractor teaming relationships. Integrating contract management into the RFP process makes it easy to establish business rules and conditions from the outset, and manage workflow and approval processes as each government project progresses.

ManTech has a geographically decentralized contract management system, with over one hundred contract administrators who have traditionally used existing contract templates to perform their daily responsibilities. By adopting Selectica CPM, existing contract terms and templates are now standardized using a centralized knowledge management hub, and changes to contract clauses can be tracked in a way that provides transparency across the organization. This capability provides cost efficiencies for ManTech. For example, if ManTech has already negotiated a teaming agreement with a company on another effort, being able to identify the pre-existing agreement makes it easy to identify what has been pre-negotiated, saving time and resources.

"Because we operate in a field driven by knowledge management and experiential knowledge, we believe that prudent investment in technology and processes will increase our productivity to help us meet our business goals." said Mike Uster, Vice President of Contracts for ManTech.

ManTech's first phase of deployment for Selectica CPM was to manage the OCI vetting process and the full lifecycle process (request to close) of nondisclosure and teaming agreements. What was attractive about Selectica CPM is its strong configuration support and its ability to create standardized templates and enforce workflow. As part of the initial Selectica CPM launch, ManTech was able to implement an elaborate, yet simple, OCI review process that requires only "five clicks" for each OCI reviewer. Using Selectica's built-in workflow and approval processes, proposals and contracts can be instantaneously routed to more than 90 managers throughout the company to identify potential conflicts. Once a conflict is identified, then managers work to resolve the conflict before submitting a proposal or accepting a contract award.

Document management also is greatly simplified. Some large proposals require 50 or more teaming agreements, and using Selectica CPM allows the creation of a single request, which is then replicated for all other teaming agreements, making minor adjustments where needed, to ensure terms are consistent. The new PDF-to-Microsoft Word conversion feature in Selectica CPM also makes it easy to convert static documents for editing. According to Uster, Selectica's PDF conversion is even more robust than that available from Adobe, and ManTech will realize additional savings with a single enterprise software license from Selectica as opposed to multiple desktop software licenses from another vendor.

### Implementing Contract Terms Flow-Down for Subcontractors

Selectica CPM is ideally suited for managing subcontractors and contract flow-down provisions since it has a hierarchical and relational structure, allowing ManTech to track individual contractor agreements and manage rules that flow down the value chain to each individual subcontract based upon the prime contract requirements. Customized questionnaires make it easy to map business rules to RFPs, and Selectica CPM manages workflow as well as the approval processes. All contract provisions are entered into the system and specific provisions are designated as "flow-down". The Selectica system then links the subcontracts to the primary contract, assigned by a contract administrator, and all the terms flow automatically into the subcontracts.

This saves time and resources from the previous manual processes the contract administrators were using, and it also helps assure contract compliance for all subcontractors. Selectica CPM makes it possible to disseminate the most important FAR regulations throughout the system and track compliance.