

How to use DemandStar Contract Management in 5 Steps

DemandStar's free contract management system is easy to use and has a uniform process and view. It eliminates the single point of failure with hard to view, difficult to search spreadsheets. Our Contract Management decreases the time cost and burden on each employee. **All your contracts in one place with one process.**

1. Add Contract Details

Add the contract details, start/end date, terms, and primary government contact. You also have the option to allow other agencies to buy off your contract. (This will help us build our shared contract features going forward!)

1 of 4: Add Contract Details

Contract Name

For example: "Runway Paving"

Contract ID

How will you identify your contract on DemandStar?

Contract Amount (Optional)

Contract Start Date

Scope of Work

Base Period

☐ Day

☒ Week

☐ Month

☐ Year



2. Add Awardee Details


Add the awardee's company name, contract amount, and primary contact information.
You can add multiple awardees on this step.

2 of 4: Add Awardee Details

Supplier 

Business Contact

Primary Contact

Contract Amt. 

This contract has no awardees.

Supplier Name

This is the name of the business that won the contract. It will be visible on the public view for this contract.

Contract Amount

Of the total contract amount; how much was awarded to this business?

Business Email

This should be the supplier's business email address. It will be visible on the public view for this contract.

3. Manage Documents

Upload all relevant documents to the solicitation. You can rename files, to make them easier to search for.

3 of 4: Manage Contract Documents

Please upload any files relevant to this awarded solicitation. You may rename any files, and indicate what they are, which will make them easier to find later.

Choose a file from your system

Choose File

Filename (Optional)

For example: "original_contract_document." If you leave this blank, we'll use the filename as uploaded.

Document Type

Select or Add Document Type



☐ Make this file public?

Save & Add Another



4. Review

Review all the information you've input to make sure it's correct. At any step in the process, you can save and finish later.

4 of 4: Review Your Contract

Contract Details

Draft

Contract ID:	RFP-070123/FA Contract
Contract Name:	Interstate Paving
Contract Amount:	\$180,000.00
Terms Remaining:	1 year
Contract Start Date:	Apr 26, 2023
Contract End Date:	Apr 26, 2024
Primary Contact:	Francis Gabriel
Primary Phone:	(123) 456-7890
Primary Email:	FrancisG@thecitygov.gov
Scope of Work:	Interstate rehab project of approx .5 miles of existing interstate roadway.

Supplier Details

5. Set Reminders...then rest easy!

Create a reminder for any pertinent information about your contract. These will automatically go out to you or your suppliers. We've got it from here!

Reminders

Create a new Reminder

Set and send reminders to yourself, your team, and your suppliers.

Filter & Search

Filter by contract

Select...

☐ See upcoming reminders

Applied Filters

No filters applied

Current Reminders

> next renewed certificate of insurance as it looks like this will expire prior to renewal

Overdue

> Send W2 Reminders To

Due Today

