

Contract Management and Administration Services

SOLICITATION REVIEW

Terms and Conditions
Clauses
Requirements

COST AND ADMINISTRATIVE PROPOSAL PREPARATION

Pricing and Cost Analysis
Compliance with Solicitation

CONTRACT NEGOTIATION

Contract Type
Fee/Profit Levels
Performance Requirements

DOCUMENT REVIEW

Non-Disclosure Agreements
Teaming Agreements
Subcontract Agreements

CONTRACT MANAGEMENT

Customer Interface
Deliverables Coordination
Administrative Management

GSA CONTRACTING

GSA Schedule Management
GSA Schedule Proposal Prep
GWAC Administration
Modification Support
Option Period Exercise
Requirements Reporting

FINANCIAL ANALYSIS

Profitability Reviews
Estimated/Actual Costs

SUBCONTRACT ADMINISTRATION

Source Selection
Subcontract Creation
Administrative Management

RECORDS ADMINISTRATION

Document Processing
Records Maintenance
75/85% Notification

CONTRACT CLOSEOUT

Facilitate Final Invoicing
Negotiate Open Items
Ensure Timely Closure

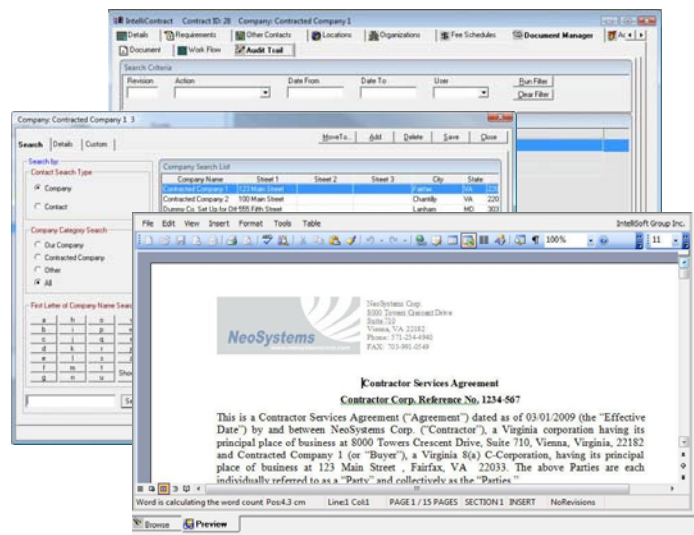
CONTACT:

For more information regarding NeoSystems:
info@neosystemscorp.com or
Toll Free 888-676-6367

NeoSystems' Contract Management group focuses on the complexities of contracting and subcontracting in the government and commercial marketplace. Well-versed in the Federal Acquisition Regulations, the various agency supplements, and acquisition methods employed by federal customers, NeoSystems can simplify pre-award activities by reviewing solicitation requirements, facilitating negotiations with higher-tier contractors and subcontractors, preparing the necessary cost and administrative responses, and helping to negotiate a contract that will be beneficial to your organization. Post-award, we're able to manage the administrative aspects of a contract, including the various reporting requirements and performance analyses, monitor renewal and option dates/ periods, negotiate modifications, institute document control and record-keeping, perform subcontract management, and serve as an interface between customers, internal management, and subcontractors.

In conjunction with traditional contract management services, NeoSystems consultants can integrate information from your accounting system with the industry-leading contract management software package, IntelliContract®, from ContractLogix. IntelliContract® allows for the effective management of contract costs, deadlines, deliverables, and workflow, and presents a summary of such information in a concise dashboard format. Additionally, it provides for the creation and/ or management of all of your contract-related documents including subcontracts, teaming and non-disclosure agreements, modifications, correspondence, and similar—a capability not found in most accounting or financial management systems.

NeoSystems' flexible approach, which provides for on- or off-site support on a part-time, full-time, or project basis, helps ensure cost-effective and efficient contract administration. It allows our clients to spend more time focused on growing their business, rather than dealing with compliance and administrative matters.



Based in Vienna, Virginia, **NeoSystems Corp.** is an employee-owned Managed Service Provider that specializes in accounting, financial and contract management services to Government Contractors and Non-Profits. NeoSystems provides full-scope, on-site services to numerous publicly-held and privately-owned enterprises. NeoSystems' highly skilled professionals use best-in-class software tools, particularly the suite of Deltek products, to deliver unique, client-site, management accounting services to a diverse and growing clientele.

www.neosystemscorp.com

Why Outsource Your Contract Management Functions to NeoSystems?

- Cost Savings:** Our expertise ensures that contracting challenges are addressed efficiently and correctly, saving you time and money. Surge support is available for proposal preparation, year-end functions, and other periods of increased activity.
- Dedicated Resources:** The consultants assigned to your company will be well-versed in your business, know which tools to employ, and which areas require particular focus. They are dedicated to your operations.
- Best-In-Class Software Tools:** NeoSystems has expertise on numerous financial management tools and access to contract management software not available from other managed services providers.
- NeoSystems Resource Base:** With NeoSystems you have support depth. In addition to a team of contract management specialists, each NeoSystems consultant is supported by a team of accounting, project management, reporting, planning, and analytical professionals.